



## **Preschool Substitute**

**STATUS:** Part time and as called in

### **POSITION DESCRIPTION:**

To carry out the mission of Epworth Preschool and Kindergarten as an extension of Epworth United Methodist Church by providing quality, educational programs within a warm, nurturing Christian environment so that children will grow to become lifelong learners and have greater opportunity to become people of faith in the community. Serve as a Staff Substitute-Assistant Teacher with such duties as are customarily associated with such position for children ages 2 through 5.

### **HOURS:**

To arrive 20 minutes before the class you are schedule to substitute and remain 10 minutes after the class during school year as detailed on the attached calendar. To attend staff meeting and training as detailed on the attached calendar.

**REPORTING TO:** EPK Director

**THE VISION OF EUMC:** *To be a church of the community that invites, connects, disciples, and sends out people for Jesus Christ as the Holy Spirit transforms hearts, lives, and communities.*

### **POSITION REQUIREMENTS:**

#### **School Year Normal Duties:**

1. Inform the Director of the days available to serve as a Staff Substitute-Assistant Teacher and make every effort to be available on those days;
2. Assist the Teacher in specific assigned tasks including setting up the room each day, preparing materials, preparing and cleaning up after snack, working with the children in the classroom, cleaning the room at the end of the day, supervising the children on the playground
3. Keep the teacher informed of any unusual behavior a child may be exhibiting in the classroom;
4. Administer appropriate first aid. Report all severe injuries and accidents to the Director and complete an accident report;
5. Help maintain an attractive, orderly, neat and clean classroom;
6. Help care for the indoor equipment and supplies;
7. Ensure that at least one (1) adult is with the child(ren) at all times.
8. Be physically and mentally prepared to handle the variety of tasks involved in working with young children
9. Willingness to take suggestions and directions from other adults and work cooperatively and supportively with the classroom Teacher and the Director
10. Provide additional personal attention as needed to children in a large group setting

11. Take charge of the classroom in the absence of the Teacher
12. Refer parents to the Teacher or Preschool Director for conferences, complaints or problems
13. Be physically and mentally prepared to handle the variety of tasks involved in working with young children
14. Job performance is evaluated yearly by the Preschool Director
15. Attend staff meeting, planning sessions, Open House and other functions that would require your attendance (applicable for long term substitute positions only)
16. Discuss observations of the children with the Classroom Teacher and Preschool Director only
17. Help arrange furniture and other preschool and kindergarten equipment when necessary
18. Help clean up materials used for projects in the classroom

**ADDITIONAL REQUIREMENTS:**

- CPR and First Aid (if necessary to maintain certification every two years)
- Safe Sanctuary Training and Acknowledgement
- Confidentiality Agreement
- Background check
- At least two years' experience working with groups of young children

**ACADEMIC QUALIFICATIONS:**

- High School Diploma