

Substitute Teacher

The Phoenix School

Revision Date: 8/31/2017

General Position Description

Substitute teachers play an important role in education. They work on-call, filling in for a staff member who is absent, allowing the learning process to continue uninterrupted. Substitute teachers should expect to be on-call during the school year, receiving requests to work on very short notice. However, they may also be hired for longer-term assignments.

Reports to Assistant Director

Key Responsibilities

- Follow lesson and activity plans under guidance of center staff members
- Comply with all center policies and procedures and respect established schedules
- Maintain children's safety and security following all school protocol
- Maintain a clean and healthy learning environment
- Sign-in/out daily
- Follow Morning or Evening classroom procedures: open up classroom with morning activity, set-up for breakfast, greet parents & students OR clean-up and close down classroom (close and lock windows)

Additional Knowledge, Skills and Experience Required

- 1 to 3 years of experience in a preschool or related early childhood education setting.
- Responsible, mature and safety conscious.
- Able to meet the physical demands of the position.
- Current CPR/First Aid Certificate
- Must clear full background check.

Educational Requirements

- High School Diploma or GED or higher

Physical Requirements

Must be able to lift 40+ lbs.

Employment Type

Part-time

Wage

Hourly