

# Crossroads Presbyterian Church

## Job Description:

### Preschool Substitute Teacher

**General Position Description:** This person is responsible for assisting the Lead Teacher in nurturing the “whole child” in areas of physical, intellectual, emotional, social, and spiritual development. The person must love Jesus Christ and children and have a desire to support the preschool ministry with energy, imagination, and love.

**Number of total hours:** On-call from September through May.

**Reports to:** Lead Teacher and Director of Preschool at Crossroads Christian Preschool

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#### QUALIFICATIONS

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##### PERSONAL QUALITIES:

- A personal commitment to Jesus Christ
- A sense of call and passion for ministry with preschoolers and their families
- The ability to accept and work with all kinds of people
- Positive and patient demeanor
- Flexible and team-oriented
- A commitment to continued personal and spiritual growth
- Must be at least 18 years of age

##### REQUIRED SKILLS & EXPERIENCE:

- High school diploma or GED
- Previous experience in a preschool, childcare, early childhood, or Sunday school class setting is preferred
- Shaken Baby certifications or willingness to obtain
- Completion of Mandated Reporter Online Training (WCWPDS) or willingness to obtain
- Must be physically able to lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children
- Ability to team with Preschool Teacher and Administrator
- Strategies and skills in working with 2 to 3-year old children
- Takes direction well from leaders to help implement lesson plans, teaching aids, and classroom activities

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#### RESPONSIBILITIES

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- Assist the Lead Teacher in guiding the children in activities designed to promote intellectual, creative, spiritual, and social growth
- Create a fun and safe learning environment
- Maintain the health and safety of all the children
- Keep daily maintenance of the classroom, including but not limited to: vacuuming the story rug; sweeping the floors; wiping down the classroom tables, chairs, and sink; cleaning preschool toys; and keeping the check-in counter clear of preschool items by the last preschool day of the week
- Set up snack for the day
- Change a child’s diaper when needed and assist the children in the bathroom
- Frequent bending, squatting, and sitting on the floor, as well as indoor and outdoor work time with the children, are required
- Establish and maintain positive relationships with students and parents
- Perform other duties as required or assigned

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#### REPORTING RELATIONSHIP

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Substitute Teachers report directly to the Preschool Administrator/Director and Lead Teacher.

I have reviewed this document with the Director of Preschool and understand the job responsibilities of the Substitute Teacher position.

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Substitute Teacher Signature

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Date