

Position Description
PreK/Early PreK Substitute
Part time

Purpose: PreK/Early PreK Substitute is responsible for assisting the Lead Teacher / Educational Assistant in providing an effective learning environment that enables students to develop and achieve to their greatest potential.

Report To: PreK Lead Teacher/PreK Educational Assistant (Whichever is present in the classroom on any given day)

Terms of Employment: Part time position based on on-call availability and classroom needs

Qualifications:

1. Experience in working with young children desired.
2. Coursework in Child Development / Early Childhood Education or a related field preferred.
3. Able to relate well to and have a love for very young children.
4. Able to use positive discipline that is appropriate for early childhood students.
5. Able to develop rapport and work well with parents.
6. Skilled in following directions given by Lead Teacher or Educational Assistant.
7. Congenial; able to work well with other adults (a team player) and under the direction of the Pre K/Early PreK Lead Teacher or Educational Assistant.
8. Demonstrate excellent communication skills.

Responsibilities:

1. Under the general supervision of the Lead Teacher/Educational Assistant, the Substitute performs duties such as preparing materials, assisting students on an individual basis and in small groups. Follows well defined guidelines, policies and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of children. Uses judgment to determine children's needs and when to seek assistance from the Lead Teacher/Educational Assistant or other staff.
2. Integrate sound values, teachings, and perspectives into all aspects of the PreK/Early PreK program.
3. The Substitute may be called upon at times to provide whole class instruction as designed by the Lead Teacher/Educational Assistant is indisposed.
4. Communicate effectively with parents at appropriate times.
5. Responsible for carrying out the policies and procedures as stated in the Pre K/Early PreK handbook as instructed by the Lead

Teacher/Educational Assistant.

6. Participate in professional development opportunities as available, appropriate and required.

Last updated September 2020