



Job Description – Substitute

First Presbyterian Day School is seeking energetic, loving, compassionate and creative substitutes for the 2018-19 school year. Our staff engage in play-based instruction through movement, music, manipulatives and make-believe. Each class has a teacher and an assistant. Class size is capped at 12 students for two year olds, 15 students for three and four year olds. School hours are 8:45 AM – 11:45 AM for two and three year olds and 8:30 AM – 1:00 PM for four year olds. Substitutes are expected to be on campus 15 minutes before and after their school day. Extended care is available to students until 2:30 PM and substitutes may work shifts if needed. Should the teacher be absent, the substitute will always fill the position of assistant while the normal assistant becomes the teacher. In the case of the teacher and assistant being absent, the Director will determine which substitute will fill each role.

School philosophy:

First Presbyterian Day School serves families who are seeking a faith based preschool program. We believe providing low student teacher ratios will facilitate exploration, curiosity and problem solving. These skills support the development of early literacy and mathematics foundations as well as a child's social and emotional growth, preparing them for the rigors of 21st century learning. We believe in utilizing intentional play, play-based activities with a purpose, in our classes.

Qualifications/Requirements/Expectations:

- Must have completed the 40 clock hours
- Understands, supports and implements the school philosophy
- Knowledge and implementation of state licensing rules and regulations
- Communicates clearly, yet with empathy to students, parents, and co-workers
- Enthusiastically and warmly greets and engages children
- Organization skills must be apparent
- Comfortable working in a faith based environment
- Able to assist as needed with diapering and potty training in the two year old class following licensing standards
- Able to assist as needed with potty training in the three and four year old classes
- Comfortable receiving and following directions
- Works cooperatively and collaboratively with staff members
- Supports the teacher by assisting with counting children, attendance, behavior coaching, instruction, supervision, snack preparation and distribution, etc.