



JOB DESCRIPTION

Position Title	Coast Kids Preschool Substitute Teacher
Position Reports to:	Coast Kids Preschool Director
Department:	Weekday Preschool
Schedule (may vary)	Non-exempt, Part Time

General Description

Support or cover for a teacher in implementing a developmentally appropriate program, which encourages growth in the children in his/her class physically, socially/emotionally, cognitively and spiritually, following the guidelines of the preschool's curriculum approach.

Specific Duties and Responsibilities

- Fill in for teachers as needed.
- Follow the learning plans of the teacher.
- Work collaboratively with the other staff.
- Shares housekeeping responsibilities with other staff.
- Will treat all children with dignity and respect. Will follow the basic school discipline plan, taking initiative to clearly communicate discipline concerns to the Director. Will abide by a code of confidentiality in all discipline cases.
- Arrives to work on time. Clocks in daily.
- Checks mailbox daily in the morning for day's schedule and follows the schedule.
- Understands that break time varies according to which class she is working in.
- Is respectful of shared space with others.
- Maintain appropriate ratios.
- Complete additional tasks and assignments as needed unless given as a regular task.

Knowledge/Skills Required for the Job

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ.
- Meets state licensing qualifications and requirements for teacher.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Must pass an extensive background check according to California State Licensing standards for a state licensed preschool and those of North Coast Calvary Chapel.
- Must possess strong command of the English language.
- Must be in agreement with the preschool teaching philosophy and methods.

Desirable Qualifications

- Preferably has at least 1 year of successful experience in a preschool setting.
- Preferably have at least 12 ECE units. May be hired with 6 units as long as also enrolled in child development classes until completes the required 12 units.
- Preferably have 3 semester units in Program Planning & Curriculum Methods.

- Preferably holds a current CPR and First Aid Card.

Personal Relations

- Team player, ability to interact with staff and ministry members
- Ability to keep church and personal information confidential

Work Environment

- May be working in a busy and noisy environment. There may be a number of activities and situations happening at once and the substitute teacher will have to supervise all children at all times.
- May experience smells associated with toileting and children who are ill.
- Follow all safety protocols working during COVID-19

Physical Requirements

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows...

- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Reaching
- Talking
- Hearing
- Seeing