



JOB DESCRIPTION

Title: Substitute Teacher
Department: Crossroads Christian Child Care
Reports To: Teacher Coach and Child Care Director
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: As a Substitute Teacher, this position would be required to perform functions and working hour requirements of the position in which the employee is subbing for. To provide a fun safe, and nurturing environment for all children. This includes but is not limited to following prepared plans for a variety of activities through song, play, art, and large motor skills. One must also greet all parents as they arrive with children or to pick up children and perform all duties as listed on the daily cleaning sheet. Finally, above all, be a positive Christian role model including nurturing spiritual growth for the children in Child Care.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Care for children - This may require being active, getting down on the floor, running around, playing games, getting messy in art projects, feeding, diapering, potty training, changing clothes, tending to minor injuries, preparing or following lesson plans, singing and dancing, etc.
- Maintain daily records sent home with parents in regards to feedings, diapering, naps, etc.
- Continue education through training workshops, attending a minimum of 15 hours annually.
- Learn state regulations and apply policies and practices to your daily routines.
- Fill out proper forms such as accident reports, notes to parents, observation reports, etc. to keep parents/office informed.
- Be prepared for emergency drills. Know your classes' assigned location and the routine for drill procedures.
- Complete daily/weekend cleaning sheets and turn into office. Follow all laundry and dish washing schedules.
- Work as a team member. Interact with a lead or assistant teacher; keep the communication line open with Office Staff and Child Care Director.
- Greet all parents, including requiring identification for any unfamiliar faces.

- Arrive early – Clock in and be in the assigned area on time. (Take care of bathroom trips, getting drinks, putting up personal belongings, phone calls, etc. prior to clocking in.)

Additional Responsibilities:

- Check medicine chart and notebooks daily as you arrive. Administer medicine that has doctor approval and office approved paperwork. Keep medicine in assigned locations.
- Perform other duties as assigned.

Requirements (knowledge, skills, abilities, education, etc.)

- Must be 18 years old to work at the Child Care
- High School diploma or GED
- Demonstrated capacity to love and lead children
- The ability to communicate with students, parents, office staff, church staff, and co-workers.
- Reliable transportation
- Must be able to lift and carry up to 40 pounds
- Be physically able to get on and off the floor as needed with caring for small children
- Be able to move equipment and/or furniture as needed for cleaning
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church

Work Environment

Christian Child Care serving 6 weeks to Pre-K during the school year and up to 6th grade during summers. This role routinely involves physical activity, cleaning, providing children with a structured environment. Our goal is to nurture children physically, emotionally, spiritually, and mentally while they are in our care.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to stand; walk; get down on the floor to play; change diapers; clean; feed babies; holding, lifting, and carrying children up to 40 pounds; moving classroom furniture; mental capacity to recall information and multi-task. Employees must have a firm understanding of physical and mental development of children to be able to provide a structured, safe, loving, and stable environment.

Position Type/Expected Hours of Work

This position includes being available to receive phone calls from 5:30 AM – 10:00 PM. Working hours are based off of the position the employee is subbing for. Child Care is operational between 6:30 AM – 6:00 PM. The expectation is that employees

arrive on time and are expected to work their full shift.

Travel

This position may involve chaperoning occasional field trips.

December 1, 2016

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.