



Centerville
Baptist
PRESCHOOL
Kindergarten
& Parents' Morning Out

Substitute Classroom Teacher

The teacher selected for this position will be responsible for the assisting with general supervision and management of a class of children. The teacher is responsible for the following the lead teacher in the care and education of assigned students as a part of the teaching team. The substitute teacher is a vital and active participant in all aspects of the classroom, working with students and co-worker to meet needs of individual children.

RESPONSIBILITIES

- Works in various of classrooms as needed
- Works with children between the ages of 6 weeks and 5 years old
- Provides care and nurtures children
- Assists with daily classroom routines
- Models good manners, good behavior, good grammar for the students at an age appropriate level
- Engages students in conversation to encourage problem solving
- Uses and promotes positive guidance techniques
- Demonstrates interest in student activity
- Knows when to follow the lead of the teacher and when to act without prompting

Complete mandatory training required by the Department of Social Services, Centerville Baptist Church and the Program Director

Support the goals of the specific classroom

Maintain a clean and safe environment

Assist with classroom setup before students arrive for the day and clean-up at the conclusion of the day

Maintain an orderly learning environment and establish routines with smooth transitions

Provide a balance between quiet and active learning activities

Signature

Date