



Preschool Substitute Teacher

POSITION CLASSIFICATION: Part Time, hourly (not to exceed 20 hours per week)

POSITION SUMMARY:

Execute curriculum and lesson plans assigned by the regular teacher as needed.

CORE RESPONSIBILITIES (with % emphasis for each):

Classroom Management (90%)

- Oversee students outside of the classroom including in the hallways and playground.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.

Co-Director Connection (10%)

- Connect with the Co-Director at the end of the session for feedback.

CORE COMPETENCIES

- **Creativity**—Analyzes problems/needs and creates breakthrough solutions.
- **Priority Setting**—Creates focus and can quickly sense what will help or hinder accomplishing a goal.
- **Integrity and Trust**—Keeps confidences and can present the unvarnished truth in an appropriate and helpful manner.

REPORTS TO: Preschool Co-Director

Signed

Date