

WEPC Community Preschool

Substitute Job Description

Personal Characteristics and Values:

- Lives and ministers because they are well-loved by Christ
- Finds their identity as a son/daughter of Christ
- Loves and relates well with children
- Is dependable
- Is patient, compassionate and merciful to all children and families

Credentials:

- Toddler & 2 Year Old Class - Experience working with children between the ages of 1 and 3
- 3 & 4 Year Old Class - Experience working with children between the ages of 3 and 5
- Coursework/Training in Early Childhood Education preferred but not required
- Member in good standing of a Christian church (WEPC member preferred but not required)

Additional Requirements:

- Has good organizational skills
 - Can communicate effectively with the children and their parents
 - Desires to share the love of Christ with preschool children and their families
 - Desires to meet the needs of all children
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Substitute Job Responsibilities:

- Report to work by 8:40 and check in with the assistant or teacher you're working with. She will give you specific directions for the day.
- Remain at WEPC Community Preschool until 12:10 – unless otherwise noted as sub need for the day.
- Work cooperatively with the WEPC Community Preschool staff.
- Assist teacher/assistant with arrival/dismissal duties and class setup/take down each day
- Assist teacher/assistant in implementing daily schedule and lesson plans (both prepared by the teacher)
- Assist with instruction and activities for individuals or groups as assigned by the teacher/assistant
- Uphold classroom rules and consequences in a positive, loving, firm and consistent way – defer to teacher/assistant
- Handle classroom situations with fairness and patience
- Provide quality care to safeguard the children's health and safety
- Keep student/family information confidential
- Follow and uphold all policies, procedures and responsibilities addressed in the handbook
- Take initiative to fulfill assigned responsibilities
- Take direction from the teacher/assistant and director for additional duties

General Employment Information:

- Employment period – August 29 through May 15
- Start Pay - \$15/hour
- A background check may be performed