



Substitute Teacher

Qualifications:

A substitute teacher must have the mental and physical ability to properly supervise children in the classroom, on the playground or any area used during the school day as well as lift children when necessary (to change diapers, administer first aid, loading and unloading children during carpool, etc.) Substitute teachers must adhere to the Mount Zion Child Protection Policy and understand that their job is to step into the role of assistant teachers to help support lead teachers in the classroom. Substitute teachers must be 18 years of age, and attend substitute training with the Weekday Preschool Director or Weekday Ministry Assistant. All new hire paperwork must be complete, and a clear background check must be in hand prior to a substitute working for MZ Weekday.

Staff Relationship:

The substitute teacher is to report to the teacher they have been assigned to.

Principal Function:

To assist the lead teacher in providing a warm and nurturing environment in which the child can grow physically, emotionally, socially and intellectually. To follow the lead teacher's instructions and assist in implementing her daily plans and activities. To follow the lead teacher's plans, maintain the regular classroom schedule and control of the children in the absence of the lead teacher.

Duties:

1. Confer with the teacher as to definite responsibilities and schedules to be carried out.
2. Become well acquainted with every child and aware of their needs, allergies etc.
3. Cooperate in maintaining a happy atmosphere in which each child may come to know his freedom and limitations.
4. Be firm but kind with each child and treat each child consistently in the patterns established by the teacher.
5. Seek to be a helper figure, encouraging children to be independent, not a mother image.
6. Be consistently mindful of the goals of the weekday preschool program and work for daily realization of these goals.
7. Understand what to do in case of a fire drill or emergency situation.
8. Become acquainted with, and abide by, all policies and regulations of the preschool.
9. **A substitute teacher should never relay information about the children in the class to the parents. All communication with parents, verbal or written, is the lead-teacher's responsibility.**
10. Carry out any responsibilities assigned by the teacher or the director.
11. Sign in and out of the sign in book or app to record time worked.

Understand the Terms of Employment:

Substitute teachers are called upon as needed. Each teacher is responsible for scheduling or finding her own substitute from a list of approved substitutes. The director reserves the right to send any substitute home for any reason.

Age Requirements:

All members of the staff should qualify according to state minimum standards or a minimum of 18 years old.

Physical Requirements:

Requirements may include but are not limited to: ability to lift a child from floor to chest, to sit in the floor, go up and down steps, carpool responsibilities, and be able to supervise children by sight and sound.