



Substitute Teacher Job Description

Orchard Hill Church Preschool is hiring substitute teachers for our preschool classrooms and our childcare classroom for the current school year.

Preschool substitute hours:

8:30am-12:30pm or 12:00-4:00 as needed Mon-Fri

Childcare substitute hours:

7:00am-5:00pm Monday-Friday as needed. Shifts typically last 2-5 hours per day.

Substitute teacher responsibilities include, but are not limited to the following:

- Assist in providing developmentally appropriate experiences for the children.
- Promote positive interactions with children and colleagues.
- Provide a safe and nurturing environment.
- Maintain child/staff ratio.
- Communicate with parents verbally.
- Maintain a clean, organized environment.
- Follow state regulations for staff and children, and health and safety standards as stated in the DHS Licensing Handbook.
- Assist in serving daily meals & snacks.
- Assist in keeping record of attendance and daily meals & snacks.
- Assist in prep work for daily activities.
- Assist in supervision of hand washing and toileting.
- Assist in checking in and out children during drop off and pick up.

The substitute teacher must be able to relate to people of different backgrounds, be dependable, flexible, and sensitive to other's needs. They must show mature judgment and have the ability to work without direct supervision. They must also be able to communicate effectively with children as well as adults. Being a team player is vital.