

## **Job Description**

### St. Paul's Preschool and Children's Day Out

**Position Title:** Substitute Teacher/Aide

**Directly Supervises:** No other staff

**Reports to:** Director

**FLSA Status Exempt:** Part-time Position

## **Job Summary**

The substitute teacher/aide will fill in for an absent teacher or aide in the classroom. Effort will be made to ensure that the substitute works with alongside another staff member. Materials will be prepared in advance whenever possible. The substitute must be available between the hours of 8:15-11:15 Monday thru Friday.

## **Job Requirements**

- Submit to a background check
- Complete Safe Gatherings training (paid for by the preschool)
- Health assessment and TB test
- Ability to move freely in and out of the classrooms, playground, and nature area
- Ability to work at the child's level of sight
- Ability to lift 35 pounds
- Good interpersonal skills
- Proficient communication skills, both oral and written
- Good command of the English language

## **Job Qualifications**

- High School Diploma
- Some coursework in child development, preferred but not required