

The Preschool at Riva Trace
Substitute Job Description
To apply for this position email officemgr@rtbc.org



Qualifications

The Substitute shall:

1. Be at least sixteen years of age.
2. Have a high school diploma or currently enrolled in high school.
3. Have experience with children ages 2 through 6.
4. Have a pre-employment medical examination and have no physical or mental health condition that would pose a risk to children.
5. Have required background checks and have no record or charges that indicate harmful behavior to children.
6. Agree not to smoke anywhere on the Riva Trace Baptist Church property nor in the presence of the preschool children at any place.
7. Have personal qualities necessary to work with young children.
8. Feel comfortable expressing Christian values to preschool children through word and example.
9. Be willing to work as a team with other teachers and the Director.
10. Be able to communicate with and respond to the Director in a timely manner.
11. Be prepared, arrive to work at the agreed upon time, and present themselves as a professional. Be acceptable to the Maryland State Department of Child Care Administration.

Responsibilities

The Substitute shall:

1. Assist in implementing the daily program under direction of the lead or assistant teacher.
2. Assist the teacher in preparing and maintaining the classroom and its learning centers.
3. Have direct contact with the students during each class time. This includes, but is not limited to: greeting children on arrival, assisting with carline drop off and pick up, working individually or in small groups with children, helping children at clean-up time, supervising playground activities, supervising hand washing before snack and after playground, organizing students for dismissal.
4. Help set out and clean up materials and supplies as needed by the lead or assistant teacher.
5. Be responsible for snack preparation including sanitizing of tables and serving the snack; be responsible for snack clean-up including cleaning tables and floors as needed, and re-stocking snacks.
6. Be responsible for checking tote bags each morning and storing contents in appropriate place.
7. Assist teacher in being responsible for each student's papers and projects, stapling, if needed, and placing them in student cubbie, folder, or other pre-designated area.
8. Treat each child with dignity and respect in what is said and done, and help each child build a strong sense of self-worth.
9. Maintain classroom discipline in accordance to The Preschool policy; assist teacher in keeping students attention focused at whole group time.
10. Confer with teacher as needed about concerns regarding students.
11. Conduct oneself in a Christian manner, mindful of tone and temperament when interacting with children and their families, and fostering a Christian environment in all areas.
12. Maintain professional loyalty to The Preschool at Riva Trace, supporting co-workers and the Director.