**St. Catherine’s Preschool**

***Job Description of Substitute Teacher***

**Job Title:** Substitute Teacher

**Reports To:** Director of Preschool Ministries

**Evaluated By:** Director of Preschool Ministries and Parish Business Administrator

**Job Goal:**

Instruct children and take advantage of the teachable moments that happen every day by fostering the intellectual, creative, social, emotional, and physical growth and development of children to inspire a lifelong commitment to learning.  Provide a stimulating, encouraging, comforting, and developmentally appropriate play-based learning environment.  Provide a loving, safe, and spiritual environment of belonging, self-worth, and self-confidence. Develop partnerships with parents and other caregivers. Demonstrate God’s love through play, stories, and problem solving.

**Qualifications:**

* Must have High School Diploma.
* Must hold and maintain current CPR and First Aid certifications.
* Must attend/complete an Ethics in Ministry workshop every three years.
* Must obtain a vaccination and provide documentation for COVID-19.
* Compliance with all state licensure requirements including required background checks and all annual training milestones.
* Must be able to push, lift, and carry 40 pounds.
* Must be able to comfortably bend down and actively play with children outside, in the classroom, on the floor and where applicable. This includes the ability to stand, walk, sit, use hands and fingers, hand and feel objects, tools or controls, reach with hands and arms, talk and hear, to climb stairs, balance, stoop, kneel, crouch, or crawl.
* Must have the ability to handle a varied work environment and an abundance of personalities and situations.

**Responsibilities:**

* Report to Program Director.
* Works cooperatively and closely with the lead teacher.
* Supervise and ensure the safety and well-being of the children at all times.
* Relate to the children, parents, visitors and other staff members with courtesy, acceptance, patience, and enthusiasm.
* Avoid relating confidential information concerning students, their families, or staff members to others.
* Advise the teacher of any problems that arise with a child. The lead teacher will make the decision to discuss the problem with the parent and/or director.
* Be responsible for setting up the snack, lunch, bathroom, and playground areas.
* Assist in implementing the daily program.
* Assist in maintaining safety and cleanliness of space including sweeping, vacuuming, and cleaning.
* Assist in maintaining safety and cleanliness of supplies and materials including sanitizing toys and materials on a regular basis.
* Sign in daily on the attendance sheet.
* Assist with child bathroom/diapering needs as age appropriate.
* Cooperate with Religious Education or other church staff sharing the room.
* Be present during contracted teaching hours 8:30am-1:30pm. Must remain until all children have been released to parents or authorized persons, and the facility has been made ready for use the next day.
* Follow State Minimum Standards for Licensed Child-Care Centers and help maintain compliance.
* Be familiar with state regulations as well as with program policies of St. Catherine’s Preschool.
* Serve as an ambassador for the preschool in the larger community of Austin.
* Must complete other duties as needed or required.

**Daily Building Duties:**

Before school

* Prepare daily snack.
* Clean classroom tables.
* Check classroom for safety.
* Check restrooms for safety.
* Machine wash linens/stuffed toys when soiled.
* Check playground for safety (trash, cleanliness, safety.)
* If wet, dry off with towels.
* Redistribute mulch (if needed.)

After school

* Clean classroom tables, sweep floors, and vacuum rug(s).
* Wash toys that need to be sanitized.

The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Substitute Teacher and should not be interpreted as such.

**Terms of Employment:**

This is a part time non-exempt position with hours that may vary and are “as needed” but in no event may they exceed the lesser of the hours directed by the Director of Preschool Ministries or twenty hours in any one week.