

Job Title:	Faith Preschool Substitute
Area of Church Operations:	Preschool
Reports to:	Preschool Director
Classification:	Non-exempt
Status:	As needed

SUMMARY

The Faith Preschool Substitute will assist in the responsibility for the general supervision and management of a class of 12-20 children between the ages of two and five.

ESSENTIAL FUNCTIONS

- Assists in planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the school, including our Bible curriculum
- Assists in implementing the program to the needs of individual children with concerns for their interests, special needs, talents, and individual style and pace of learning
- Treats children with dignity and respect
- Helps children to become aware of their roles as integral members of a group
- Assists in the ordered arrangement, appearance, décor, and learning environment of the classroom
- Works together with Teacher as a team
- Assists in planning and implementing methods of establishing a positive liaison with parents of children
- Assists in the ongoing evaluation procedures needed to assess the development levels of the children
- Complies with the given emergency procedures
- Follows, adheres, and implements guidelines as indicated in the Faith Church Employee Handbook and Faith Preschool Handbook

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent required
- Must be at least 18 years of age
- Demonstrated experience working with young children
- Strong communication, organization, and interpersonal skills

TIME COMMITMENT:

As determined by the Faith Preschool Director

SUPERVISORY RESPONSIBILITIES

No direct reports

PHYSICAL DEMANDS

The physical demands of this job require frequent standing, walking, bending, lifting, and use of hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This job operates in a classroom environment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee _____ Date _____

