



90 28th Ave SE  
Watertown, SD 57201  
605-882-6646

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Substitute Teacher</b>
<b>Reports to:</b>	<b>Team Lead Teacher and Director of Education</b>
<b>Status:</b>	<b>Part-Time, Flexible</b>
<b>Classification:</b>	<b>Non-Exempt</b>
<b>Schedule:</b>	<b>As-needed weekdays times</b>

### **Job Summary**

The Substitute Teacher will fill in to cover classroom activities during the absence of a regularly scheduled teacher and be responsible for a group of infants, toddlers, preschoolers, or school aged children. This role may be requested to work a set of scheduled hours or might be called in the day that they are needed. A substitute must be available to answer their phone as early as 5:30 AM.

This role will collaborate with the other teachers in the classroom to ensure the development and safety of the children in their care in accordance with federal, state, and Our Little Village Learning Center policies. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. This role must be comfortable in a Christian environment, leading children in prayer, implementing biblical principles and presenting a Christ-centered curriculum.

### **Essential Duties:**

#### **Classroom Management**

- Work in collaboration with other teachers on a substitute basis to ensure the classroom is safe and developmentally appropriate for children aged between 4 weeks and up to 4<sup>th</sup> grade.
- Interacts with the children, including at floor level, to help develop motor, language, social/emotional, and cognitive growth.
- Ensure that classroom are kept clean and orderly and cleaning list is completed.
- Supervise children at all times and with direct, visual observation of the majority of the children from location inside the classroom and out on the playground.
- Respond compassionately to the needs of the children.
- Greet children and their parents at pick-up and drop-off times and relay any important information to the parents.
- Complete all documentations required by the state and Our Little Village.
- Assist with mealtime activities and related record keeping.
- Assists with diapering and toilet training processes.



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- Practice and model good cleaning and hygiene etiquette (Proper handwashing, cleaning and sanitizing toys, wiping tables, etc.)
- Use positive discipline techniques as outlined in the staff handbook.
- Communicate positively with the children.
- Complete all required paperwork properly such as food sheets, attendance and other reports.
- Assists in documenting activities and communication with parents in the ProCare app appropriately.
- Complete 10 hours of professional growth training every year including 6 hours of orientation training and CPR and First Aid certification within the first 90 days of employment.
- Keep well-informed on the staff handbook and understand and follow the procedures and protocols listed in it.
- Other essential functions as assigned by the directors, such as cleaning and organizing storerooms, kitchen clean-up, or other tasks.

### **Required Qualifications**

- Strong oral and written communication skills and basic computer skills.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification and maintain every 2 years.
- Must clear full background check.

### **Qualities and Skills**

- Reliable to show up when scheduled and keep absenteeism at a minimum.
- Be respectful of children, parents, staff members, directors, and any volunteers or visitors.
- Demonstrates maturity, friendliness, warmth, patience, understanding, tactfulness and courteousness.
- Is flexible, able to work in a team environment, and able to grow with constructive criticism.
- Displays enthusiasm about teaching, independent responsibility, and ability to manage time efficiently.

### **Physical Requirements**

- Requirements include the ability to take frequent walks, use hands and fingers. May also be required to kneel, bend, squat or crawl.
- Able to interact with children in many types of activities including but not limited to lifting up to 45 pounds, bend down and be on the floor at the children's level and be able to get back up without aids.
- Must be able and willing to work outdoors in a variety of weather conditions



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Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_