



## **Substitute Teacher Description**

The primary responsibility of a Substitute Teacher at Bee Loved Preschool is to provide direct care, supervision, guidance, and to ensure the safety of the children in care. The substitute will be responsible for assisting the Lead Teacher in preparing the classroom and complying with all Bee Loved policies and procedures. Duties may include but are not limited to making copies, filling the water jug, cleaning tables and floors throughout the day, changing diapers, and any other assistance needed by the Lead Teacher.

## **Reporting Relationship**

- The position reports to the Bee Loved Director

## **Position Requirements**

### **PERSONAL**

- Demonstrates his/her Christian faith and values by example
- Be physically able to lift 25 lbs
- Demonstrates ability to work cooperatively with others
- Be free of active tuberculosis

### **PROFESSIONAL**

- Has some child-care experience either hands on or in a classroom
- Ability to assist the Lead Teacher
- Ability to pass an FBI background check
- High School Diploma or equivalent
- Must be 18 years or older

### **WORK SCHEDULE**

- 8:30 a.m. to 2:15 p.m. as needed.

### **COMPENSATION**

- Minimum : \$10 hour