

Substitute Teacher Job Description

Substitute staff join teaching teams to help provide a safe learning environment in which children may play, explore, practice, learn and grow. Programs are planned to be developmentally based in the growth areas of motor, language, social-emotional, cognition, and self-help or daily life skills.

Duties

The substitute teacher is responsible for the following activities, including, among others:

1. To report to work on time, introduce him/herself to the receptionist and/or administrator, sign in and out on the Substitute Payroll Sheet located at the Administrator's desk, and stay the full length of the session or day, as previously arranged. Generally hours are 8:30 a.m. to 3:00 p.m., unless working a half day, which often includes lunch.
2. To report to the assigned classroom and confer with the regular teacher(s) and/or teaching assistant(s) regarding the day's schedule, activities and lesson plans, and to be assigned specific responsibilities for the day. To read and implement any substitute plans designated for the substitute's use.
3. To participate in carpool drop off or pick up, as appropriate, depending on the position for whom the substitute is providing coverage.
4. To assist the teacher(s) and/or teaching assistant(s) to implement the daily classroom activities, including, among others:
 - interact and guide play experiences, including playing on the carpet or floor and conversing directly with children, without using physical punishment or any form of psychological abuse
 - work on projects and special tasks with individuals and small groups of students
 - supervise and/or support group and individual activities, include circle time, music, art or other specials, playground activities, and dismissal
 - read stories
 - prepare materials for class or art
 - prepare and clean up snack and lunch, as appropriate, being aware of any allergies in class
 - check tote bags for parent notes and bring to the attention of the lead teacher or teaching assistant, take to the Office, and pin notes on tote bags, as necessary
 - change diapers and/or assist with toileting and hand washing needs, clean up messes or spills, as needed
 - clean and organize the classroom and other areas, especially at the end of the session/day (all toys, books, materials and equipment must be properly put away)
 - support rules and procedures of the classroom and school
 - recognize health and safety hazards and protect children from harm
 - regard all information about a child/family/staff as confidential and refer all questions and concerns to the lead teacher or teaching assistant
 - perform other duties related to the day's lesson plans as requested by the lead teacher or teaching assistant
5. To use the ethical guidelines for conduct as a member of the early childhood education profession, according to the [NAEYC's Code of Ethical Conduct](#).

6. To perform other duties as assigned.

Function

The substitute teacher is responsible for providing direct services to students in an assigned classroom and following the directions of the regular teacher(s) and/or teaching assistant(s).

Authority

The substitute teacher is responsible to the assigned teacher(s) and/or teaching assistant(s) and the Director for the satisfactory fulfillment of daily and other early childhood education responsibilities.

Qualifications

- A substitute teacher must have a strong interest in working with and nurturing young children.
- Applicants must be willing to participate in an orientation and training session conducted by the School Director prior to beginning any substitute work at Geneva Day School.
- S/he must demonstrate initiative and willingness to work with and support supervising classroom teacher(s) and/or teaching assistant(s).

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