



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WASHINGTON COUNTY FAMILY YMCA

Job Title: **Substitute Preschool Teacher**

Reports to: Preschool Director

Revision Date: 2/13/25

Compensation: \$15-\$17 per hour and based on experience

POSITION SUMMARY:

The Substitute Preschool Teacher will step in for regular preschool teachers in their absence, following sub plans to implement curriculum, manage classroom behavior and provide a quality preschool experience for children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Classroom Management: Supervise and manage the classroom in the lead teacher's absence, ensuring children's safety and adherence to classroom routines.
2. Lesson Implementation: Follow the provided lesson plans and carry out scheduled activities, such as circle time, arts and crafts, storytime, and free play.
3. Child Interaction: Engage with children on an individual or small group basis, fostering social and emotional development, communication skills, and cooperation.
4. Behavioral Support: Implement positive behavior strategies, redirect challenging behaviors, and address conflicts or disruptions in a calm and effective manner.
5. Parent Communication: Provide brief reports to the regular teacher or Preschool Director about the children's activities, behavior, and any noteworthy incidents during the day.
6. Classroom Environment: Help maintain a clean, organized, and stimulating environment for learning, ensuring toys, materials, and supplies are well-managed.
7. Health and Safety: Monitor children's health and well-being, adhering to safety and hygiene protocols, and responding to any medical emergencies if needed.
8. Professionalism: Uphold the school's policies, procedures, and expectations, maintaining a professional demeanor with both staff and families.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well with others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Strives to deliver a high-value experience for children and families.

Personal Growth: Pursues self-development that enhances job performance. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Minimum high school diploma; 2 year college degree or CDA and child care training preferred.
2. At least 21 years of age.
3. Child Abuse Prevention Training (Internal training- must take place prior to working with youth)
4. Previous experience working with children in a developmental setting preferred.
5. Ability to implement age-appropriate/developmentally appropriate program activities.
6. Submit to various background checks including those completed through the Indiana State Police Department, and National SOR Registry
7. Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
8. Complete a Tuberculosis test and physical and provide a physician’s documentation of both
9. Be mentally and physically capable of caring for a large group of children in a classroom
10. Possess a strong work ethic, be punctual, and have minimal absences
11. Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
12. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 50lbs
13. Be available for full time employment and available to work as late as 4:00 pm
14. Have dependable transportation
15. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

PHYSICAL DEMANDS

1. Ability to lift up to 50 lbs (e.g., assisting children with their personal needs, carrying materials).
2. Ability to sit on the floor and engage in floor-level activities with children
3. Ability to stand, walk, bend, and kneel as required for classroom activities and supervision.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s Name

Employee’s Signature

Today’s Date:_____