



Position Description

TITLE: SUBSTITUTE TEACHER

LOCATION: Harris Family Children's Center at Phillips Exeter Academy

HOURS: Will be scheduled between the hours of 7:30 am and 5:30 pm, Monday – Friday.

SCHEDULE: On call, non-exempt (hourly paid) support staff position. Schedule and/or shift assignment may vary according to Academy needs, but will not exceed 1,000 hours per year.

FUNCTION: This position will work with all childcare center teachers to create a warm and caring environment for young children meeting the social, emotional, intellectual and physical needs of each child.

ANTICIPATED OUTCOMES:

Supervise all activities indoors and out in order to ensure the safety and the well-being of each child by:

- ~ Communicating with parents regarding their child’s activities during the day
- ~ Resolving problems or concerns that may arise with children or parents with the Director
- ~ Assisting in the maintenance of equipment and materials and ensure the cleanliness and orderliness of the classroom

Interact with children in a warm, nurturing way while providing an appropriate adult role model by:

- ~ Modeling, articulating and encouraging cooperative behavior among the children
- ~ Changing diapers and clothing following center protocol

Perform other duties as assigned

LEADERSHIP: Reports to the Childcare Center Director.

WORKING CONDITIONS: Very good; non-smoking environment.

QUALIFICATIONS: Must have a personal history that is free of criminal arrests that have not been annulled by a court. Applicant must consent to a criminal background check. Must be 18 years of age.

Education/Training: Associates or Bachelors Degree with at least twelve credits in education/development and three years experience working with infants and young children preferred. Must have CPR and First Aid training or be willing to get certification.

Experience: Previous experience with infants, toddlers pre-school, kindergarten and/or elementary school age children required. Must be able to communicate well with children, parents and other staff.

Skills, Traits and Characteristics Necessary for Success: Must be an honest, fair, genuine, and supportive teacher with a positive attitude, advanced interpersonal skills, and the ability to teach in a team atmosphere. Superior communication skills (verbal, written, and listening) are required. Must possess critical thinking, analytical and problem-solving skills, as well as the ability to anticipate the impact/effect of change. Should thrive in an environment where shifting priorities and multi-tasking are commonplace. This position also demands high energy, flexibility, superior organizational skills, good humor, and patience.

Physical Demands: To perform the essential functions of the job, the following applies. Requires standing, stretching, bending, walking, pushing (strollers) and pulling (wagons). Must be able to lift children and Center equipment and climb stairs. Must be able to lift and transport a minimum of 50 lbs.

Date Created: July 28, 1988

Date Revised: March 1, 2005

Date Posted: July 24, 2009