First Presbyterian Day School

Job Description – Substitute

First Presbyterian Day School is seeking energetic, loving, compassionate and creative substitutes. Our staff engage in play-based instruction through movement, music, manipulatives and make-believe. Each class has a teacher and an assistant. Class size is capped at 12 students for two year olds, 15 students for three and four year olds.

School philosophy:

First Presbyterian Day School serves families who are seeking a faith based preschool program. We believe providing low student teacher ratios will facilitate exploration, curiosity and problem solving. These skills support the development of early literacy and mathematics foundations as well as a child's social and emotional growth, preparing them for the rigors of 21st century learning. We believe in utilizing intentional play, play-based activities with a purpose, in our classes.

Requirements:

- School employment is August through May
- School hours for 2s and 3s is 8:45 – 11:45 am and for 4s is 8:30 am – 1:00 pm. Substitutes are expected to be at school 15 minutes before and after school hours for preparation and planning.
- If the teacher is absent, the substitute will always fill the position of assistant while the normal assistant becomes the teacher. In the case of the teacher and assistant being absent, the Director will determine which substitute will fill each role.

Qualifications:

- Must have completed the 40 clock hours required by Pinellas County Licensing Board
- Must have a current Level II background screening
- CDA, AA, BA in education or related field preferred
- Current first aid/CPR certification
- Prior to hire must complete blood pathogen, fire extinguisher, epi pen trainings and any additional trainings as required by licensing of the school

Expectations:

- Understands, supports and implements the school philosophy
- Knowledge and implementation of state licensing rules and regulations
- Communicates clearly, yet with empathy to students, parents, and co-workers
- Enthusiastically and warmly greets and engages children

- Organization skills must be apparent
- Comfortable working in a faith based environment
- Able to assist as needed with diapering and potty training in the two year old class following licensing standards
- Able to assist as needed with pottying in the three and four year old classes
- Must be able to lift children up to 50 pounds
- Comfortable receiving and following directions
- Works cooperatively and collaboratively with staff members
- Supports the director, teacher, and/or assistant's directive – i.e. assisting with accounting for children, attendance, behavior coaching, instruction, supervision, snack preparation and distribution, etc.
- Able to assist in other classrooms as needed
- Able to work indoors and outdoors during all types of weather
- Extended care is available to students until 2:30 PM and substitutes may work shifts if needed