



## Example of Substitute Job Description

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Our innovative and growing company is hiring for a substitute. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for substitute

- Sweep assigned hallways, stairs and landings
- Lower flag if necessary
- Clean gym, locker room and auditorium
- Assist with the clean up of the lunchroom
- Buff
- High dusting
- Carpet spotting
- Strip, seal and wax floors
- Wash walls and furniture
- Support a school in a time when your teaching expertise are needed

### Qualifications for substitute

- Some college education in ECE or related field preferred
- 18 years of age with high school diploma or GED required
- 6-12 ECE Core units or enrolled in child development classes preferred
- Teaching Credential preferred
- Prior experience or student teaching required
- 6-12 ECE units preferred