



Example of Substitute Job Description

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Our company is looking for a substitute. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for substitute

- Assist Education Director and the School-Age Coordinator in establishing mechanisms to assess the program quality and impact
- Assisting the School-Age Coordinator and the Education Director in annually determining the goals and objectives of the school age program the methods to be used tasks to be accomplished resources needed and a timeline for execution
- Collaborate with a team of talented professionals like yourself
- Support a school in a time when your teaching expertise is needed
- Keep the classroom safe and clean by following important procedures and guidelines.
- Lead hands-on activities based on your observations of the children's interests and skills
- Work in several centers (Henrico and Short Pump) or may work primarily in one location
- Assist with implementing policies and upholding BH standards.
- Lead and mentor teachers
- Work in several schools or may work primarily in one location
- Reports to school office at beginning of school day to pick up required materials and schedule of classes, and at the end of the school day to return materials
- Follows sign in and sign out procedures, as prescribed by the school principal

Qualifications for substitute

- A Bachelor's degree is required for any long-term substitute working longer

- 90 hour certification is preferred
- 2 full time years (2,500 hours) experience working with children
- Registered ECE
- Must be a minimum of 18 years of age and hold the Delaware early childhood certification (intern or higher)