



Example of Substitute Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a substitute. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for substitute

- Conduct assigned classes at the times scheduled
- Enforce regulations concerning student conduct and discipline
- Be punctual, and start and end class on time
- Use computers, audiovisual aids, and other equipment and materials as appropriate to supplement presentations and the teacher's lesson plan
- Maintain accurate, complete, and appropriate records and files
- 18 years of age with high school diploma or GED and a BA degree required

Qualifications for substitute

- This position is part time and the hours vary week by week, must be willing to work a closing shift
- Part Time On-Call Sub to help cover vacation/sick time/planning time
- Demonstrated interest and 2 full time years (2,500 hours) experience working with young children required
- Prior experience working with young children in a licensed child care center required
- Must be a minimum of 18 years of age and hold a High School Diploma/GED required
- ECD 101 required with 6 months of experience in a licensed child care center