

Ventura Missionary Preschool

Preschool Substitute Teacher

Job Description

Job Title: Ventura Missionary Preschool – Substitute Teacher

Reports To: Preschool Director

Classification: As Needed Basis

Job Description

The purpose of the Preschool Substitute Teacher is to provide coverage for regular classroom teachers in the preschool when they are absent. The work hours of the Substitute position fluctuate significantly, and qualified candidates must be able to be scheduled on an as needed basis.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- Provide and maintain a Christian environment in which each child may grow physically, emotionally, mentally, socially, and spiritually
- Ensure the children's safety within the inside and outside environments at all times
- Work with teacher partner in preparation and implementation of curriculum, classroom, materials, and planning time
- Direct all issues to the suitable person in a timely and appropriate manner
- Observe and respond to children's needs, emergencies, and/or conflicts that might occur during the day

Relationships

This position will report directly to the Preschool Director and work alongside other staff.

Qualifications and Gifts

- Have a personal relationship with Jesus as Lord and Savior, and believe that the Bible is God's Word and standard for faith and daily living
- Be or be willing to become a member of Ventura Missionary Church, agree with the Church's Statement of Faith, and live a lifestyle consistent with that Statement of Faith
- Be committed to God's Biblical standards for sexual conduct
- Have a philosophy of ministry that is aligned with Scripture, and with our Statement of Faith

Knowledge, Skills, Gifts and Abilities:

- Problem-solving and conflict resolution techniques
- Gifts of leadership, organization, pastoring, and encouragement
- Compassionate and caring
- Problem-solving and conflict resolution techniques

- Operate in a team environment, often working cross-functionally with other teams
- Able to adjust to the pace of the job requirements
- Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes occasionally lifting objects weighing over 25 pounds

Minimum Job Qualifications

- Minimum of twelve (12) units in Early Childhood Education
- Successful completion of fingerprinting process and criminal background clearance
- TB clearance, immunizations, and Health Screening

Selection Process

The Preschool Director will supervise the selection process for this position.

Compensation

The compensation for this position will be determined based on established salary ranges for part-time hourly staff, taking into consideration experience and education.

Hours

May fluctuate due to as needed basis.