

First United Methodist Church  
Madisonville KY

## JOB DESCRIPTION

| <b>Job Title</b>            | <b>Preschool Substitute/Float Staff</b> |
|-----------------------------|-----------------------------------------|
| <b>Position Reports to:</b> | <b>Head of School</b>                   |
| <b>Salary Range:</b>        | <b>Hourly; \$13-14/hour</b>             |
| <b>Employment Status:</b>   | <b>Part Time</b>                        |

### Position Overview

A substitute teacher or float staff shall execute appropriate activities each day for the children in language/communication, cognition, physical/motor development, social & emotional development, Bible study and creative expression, and ensure the safety and well-being and supervision of the children throughout the day.

### Principal Accountabilities

- Execute appropriate activities for the children each day in art, music, language, motor development, science, math, social studies, multi-cultural experiences, and Bible study.
- Work cooperatively with staff and parents.
- Assist in cleaning up the room at the end of the day
- Complete 15 hours of continuing education training each year.
- Ensure that all children are picked up by authorized individuals.
- Ensure that a child is never left unattended.
- Maintain a professional attitude and loyalty to the school at all times.
- Have knowledge of the following policies:
  - communicable diseases and exclusion of sick child
  - first aid and CPR
  - fire evacuation
  - tornado and severe weather evacuation
  - child abuse reporting
  - discipline
  - termination

### Job Skills Required

- A personal, vital, and growing relationship with Jesus Christ
- Ability to communicate effectively with parents and other staff

- **Demonstrate empathy and patience with young children**
- **Eagerness to be an effective member of a working team who relates well to other staff**
- **Maintain 15 hours of continuing education training each year**
- **Take part in a bi-annual evaluation**
- **Successfully complete a 90-day orientation period**

## **Educational Requirement**

- **Minimum high school diploma is required. Post secondary degree in early childhood education is preferred.**
- **Three to five years of full-time teaching experience with young children is preferred.**

### **Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*