



Daycare at Dayspring Job Description

Substitute Teacher

This is an as needed position- substitutes **MUST** be flexible.

The Sub's primary goal at Daycare at Dayspring is to demonstrate your love for God and people as well as provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual, and intellectual development. Subs will work alongside the teachers, aiding them in daily routines. Subs must maintain a positive relationship with parents, children and teachers, and ensure the safety of all children at all times while meeting the physical demands of the position. The sub works cooperatively with the teachers in all duties related to the care and education of the children, and models professional and ethical standard when dealing with students, parents, peers and community. Subs are under the delegation of classroom teachers at all times.

- Read all information in the sub folder for designated classroom prior to beginning your shift, which means you, must arrive 15 or so minutes ahead of time.
- Attend to the children's basic needs by feeding them, dressing them, and changing their diapers as the need arises. Subs will help the teachers during bathroom routines. Also work with children on self-help skills aiming towards self-sufficiency skills.
- Support the teacher in providing a variety of materials and resources for children to explore, manipulate and use --both in learning activities and in imaginative play
- Subs will enhance play, learning and imaginary play, maintaining the classroom with help of the other teachers.
- Make note of any important information that is to be relayed to the teacher when she returns.

- Meet the needs of the students with varying backgrounds, learning styles, and special needs. Also breaking into small group learning to accommodate the varying ages of the children.
- Follow the directions given in the sub folder and given forth by the other teachers in the classroom
- Adhere to each classrooms daily schedule.
- Maintains effective and efficient record keeping procedures i.e fill out tracking logs per teacher's request.
- Clean classroom and do task work such as vacuuming, mopping, sanitizing tables and surfaces. The task work on is taken on by the sub primarily on days that a sub is needed.
- Establish constructive and cooperative working relationships with other workers, and maintaining them over time for the good of the center.

Infant 6 weeks to 15 months

Toddler 15 months to 2.9

Preschool transition or Toddler 2: 2.9 to 4 years old