

## JOB DESCRIPTION

# Preschool Substitute Teacher



The Preschool Substitute Teacher is committed to honoring Christ by encouraging, working with and loving students in God's truth. The Preschool Substitute Teacher shall provide a stimulating, safe and developmentally appropriate learning environment where children have the opportunity to develop cognitive, social, emotional, spiritual and physical skills in a Christ-centered environment.

*Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.*

## RESPONSIBILITIES

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

### **Efficiently Work with and Lead Alongside other Preschool Teachers & Staff**

- Follow and implement lesson plans that follow the approved curriculum standards, goals and objectives ensuring it supports the mission, vision and philosophy of CHC.
- Implement positive, age-appropriate classroom management and discipline procedures in accordance with CHCP stated policy.
- Promote and encourage parent education on relevant preschool/school-age care issues.
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the schools Mission.
- Employ a variety of instructional aids, methods and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social and emotional.
- Keep proper discipline using various classroom management techniques to maintain a good learning environment.
- Understand and implement all building emergency procedures

### **Cultivate Positive Relationships with Children and Families**

- Develop and maintain rapport with students and parents.
- Represent Cherry Hills Christian in a favorable and professional manner.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Keep students, parents and the Director of Preschool adequately informed of progress or deficiencies and give sufficient notices of possible intervention needed.
- Ensures accurate and timely response to communication requests.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents or staff.
- Pray for the children and families you serve.

### **Other Administrative Responsibilities**

- Is knowledgeable of Cherry Hills Christian policies and procedures and assists with day-to-day operations.

- Is knowledgeable of CO Licensing Rules and Regulations.
- Help maintain preschool rooms and spaces and partner with Cherry Hills Community Church ministries as it relates to shared spaces.
- Supervise and ensure the safety and well-being of the children at all times.
- Follow state regulations regarding health, safety and incidents of abuse and neglect.
- Keep classrooms, toys, storage rooms and bathrooms clean, neat and orderly.
- Assists in overseeing the maintenance of a clean, safe environment for school operations.

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Perform Other Duties and Tasks as Assigned**

## **SPIRITUAL GIFTS**

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration and Mercy.

## **QUALIFICATIONS**

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life.
- Must agree to the mission statement, values, and faith statement.
- Must be able to uphold and support the mission statement, values, and faith statement.

## Preschool Substitute Teacher



- Bachelor's degree in Early Childhood Education, Elementary Education, Special Education, Family and Human Development or Child Psychology from an accredited college or university.
- Current Colorado Department of Education Teaching License for Elementary Education or Early Childhood Education required.
- Must meet state requirements including Early Childhood Teacher letter, fingerprinting, background check, immunization and health requirements as well as fulfilling the requirements outlined on the State of Colorado Professional Development Information System.
- Current CPR/Basic First Aid certification or obtained within 30 days of hire.
- Maintain requirements for 15 hours of continuing education each year as well as other required trainings.
- 2+ years of experience working with children.
- Must have a flexible attitude with a servant's heart.
- Must be able to pass a criminal background check.
- Professional attitude and appearance
- Ability to maintain strict confidentiality in performing duties.
- Must have flexible schedule to accommodate last minute requests

**POSITION TYPE:** On-Call, Non-exempt

**HOURS PER WEEK:** Varies

**SUPERVISOR:** Director of Preschool