

### JOB DESCRIPTION

Title: Preschool Sub/Floater Teacher	Reports to: Director of the Academy
Department: Academy for Children	Date: February 2019

**Job Summary:** The sub/floater teacher is responsible for the temporary implementation of lessons plans provided by the regular teacher. The sub or floater will work to ensure that all students continue to learn in a quality dual-language and instructionally-focused environment in the absence of the Teacher.

### ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Responsible for supporting the delivery of research-based instructional strategies that promote the academic progress and excellence of all students.
2	To create a learning environment in and outside of the classroom that is conducive to learning.
3	To create, promote and maintain a safe, healthy and positive learning environment that promotes the social and emotional well-being of all students.
4	Responsible for implementing daily lesson plans as provided by classroom teacher and taking attendance.
6	Maintain a positive and productive relationship with the families.
7	Be available to support all families in Family Fun Nights and other parent engagement activities that promote a positive learning experience.
9	Maintain confidentiality of children and family information.
10	Maintain a positive, supportive work environment. Promote teamwork, by working well with other peers.
11	Responsible for working with adults and students from a variety of social, economic, cultural and ethnic backgrounds.
12	Responsible for providing necessary coverage or extra support in classrooms, meal times, recess, front desk or gymnasium as requested.
13	All other duties as assigned

### KEY COMPETENCIES

- Strong Verbal and written Communication Skills
- Ability to work with diverse, religious, racial, socio-economic, and ethnic communities
- Strong Interpersonal Skills
- Problem Solving Skills
- Ethical Conduct
- Knowledgeable about KDHE childcare licensing regulations and CACFP requirements
- Proficient in Technology



## **POSITION REQUIREMENTS**

### **Preferred Education and/or Experience**

- Minimum of a high school diploma
- Ability to lift and carry up to 50 pounds.
- Ability to complete all KDHE requirements for staffing prior to employment
- CPR and First Aid Certification eligible and completion within 30 days of employment.
- Bilingual in English/Spanish preferred
- Preferred experience working in Head Start, NAEYC or KDHE licensed preschool setting

## **ADDITIONAL REQUIREMENTS**

- Attitudes, knowledge and skills to deliver culturally competent services

### **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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