



Job Description

Job Title: Substitute Teacher

Job Purpose: Provide a nurturing Christian environment in which every child can grow and develop spiritually, intellectually, emotionally, socially and physically.

Responsibilities:

- The teacher shall perform assigned duties as described by the job description in the weekday education program of First Baptist Learning Center for the period indicated on employment agreement form.
- The teacher shall adhere to all weekday education teacher policies and to the state licensing requirements of the state of Texas including but not limited to completing 24 hours of teacher in-service training each year and CPR/First Aid training.
- The teacher shall attend all required staff meetings throughout the school year as well as mandatory training in August. Not attending this training results in the teacher locating and paying for replacement training.
- Shall provide assistance to teachers in the classroom with students behaviors, lunch duty, bathroom duty or any other duty deemed necessary
- Manage day-to-day classroom activities, including lessons, free play, bathroom breaks, lunch time and rest time for students
- Shall assist with daily morning and afternoon door holder- greet and check parent identification badge if deemed necessary.
- Shall take initiative in maintaining a safe and stimulating learning environment
- Shall teach prepared lessons and work cooperatively with co-teacher in the classroom
- Shall be required to get up and down from the floor or small chairs multiple times a day
- Perform any other assignments the Director or Assistant Director deem necessary.
- The teacher shall model behavior and attitudes that are congruent with the Christian mission and meaning of First Baptist Learning Center.
- The teacher shall adhere to all First Baptist Church employee policies as defined in the employee handbook and shall adhere to additional preschool policies delineated in the teacher policies including but not limited to discipline practices within the classroom and child abuse prevention and reporting policies.
- For such teaching services, lawfully and properly performed, the First Baptist Church weekday program shall pay to said teacher, at the times specified, the amount that may be due, according to this agreement and the payment plan established by the First Baptist Church of McKinney.

Qualifications:

- The teacher shall maintain a punctual and faithful attendance throughout the year.
- Has some knowledge of child development
- The teacher shall may be required to lift up to 25-50lbs. multiple times a day
- The teacher must be committed, flexible and available to work when needed.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & Staff Covenant.

Part Time: Hourly	FLSA Status: Non -Exempt
Ministry: FBLC	Account #: 80680
Reports to: Director & Assistant Director	Date Prepared: August 2019