

## **Job Title: Early Learning Village (ELV) Substitute Assistant Teacher**

### **Job Summary**

The Substitute Assistant Teacher supports the classroom Teacher in providing a safe, stimulating learning environment for children ages 15 months through Pre-Kindergarten. The Substitute Assistant Teacher reports to the classroom's teaching team and the Program Director.

### **General Qualifications, Education and Experience**

Required: Must be a growing and connecting Christian who is nourished spiritually on a regular basis and applying biblical teaching. Must be at least 18 years old and meets the qualifications for childcare workers per Village Church of Gurnee's hiring policy.

Preferred: One-year experience in Early Childhood Education

### **I. General Duties**

- a. Supervise the children at all times by sight and sound.
- b. Prepare classroom snacks under the direction of the teacher and as outlined in the ELVPPG.
- c. Supervise/assist children in daily toileting needs per ELV and Village Church's safety policy.
- d. Maintain a clean and safe classroom environment according to the standards set forth in the ELVPPG. Quickly wipe up spills to avoid accidents.
- e. Assist the teacher in providing a stimulating, cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels.
- f. Assist the teacher in providing experiences and training to help children develop and practice good health/safety habits.
- g. Promote good hygiene through appropriate hand washing, diapering and sanitation techniques as outlined in the ELVPPG.
- h. Understand and use positive behavior management techniques that help each child to develop the ability to be self-disciplined.
- i. Assist the teacher in following the classroom's daily schedule.
- j. Assist the teacher in executing appropriate learning experiences indoors and outdoors in accordance with the ELV's teaching philosophy, the philosophy of the National Association of the Education of Young Children (NAEYC) and the Illinois Early Learning Standards.

## **II. Communication**

- a. Write and speak using Standard English.
- b. Interact with children in a respectful manner, valuing and accepting each child and treating him/her with dignity at all times.
- c. Interact with colleagues, families and program visitors in a pleasant, professional manner, encouraging positive and cooperative working relationships.

## **III. Administrative and Organizational Duties**

- a. Assist in maintaining common supply areas in a neat orderly fashion, notifying the Program Director or Administrative Assistant of materials that need to be ordered or reordered.
- b. Promote the facility's needs for shared-use areas by maintaining the facilities appearance internally and externally.

## **IV. Other Duties**

- a. Perform all other duties as assigned.

## **V. Physical Requirements:**

- a. Be able to lift 30 pounds
- b. Be able to bend, stoop, or kneel to achieve children's eye level.
- c. Be able to sit on the floor and/or child sized chairs.