

# **Job Description – Substitute Teacher (updated 2026-2027)**

---

## **Description:**

- Assist Lead teacher with daily classroom activities and special projects.
- Teach, monitor, supervise and nurture preschool age children.
- Provide a loving and caring environment that is safe to enhance children's growth and Christian development.

## **Accountability/ Reports to:**

- Reports all questions, concerns, comments, and plans to Lead Teacher and Kingdom Kids' Administration.

## **Qualifications/ Experience:**

- Must have High School Diploma or equivalent
- Completed Kingdom Kids Staff Application process and signed Employee Statement of Acknowledgement.
- Demonstrates knowledge of child development and developmentally appropriate practices.

## **Responsibilities/Duties: (Includes but not limited to)**

- Safety and well-being of the children in your care. Contribute to the safety of the children in your care by always keeping children in vision and within a safe distance. Counting them throughout transitions from one location to another.
- Be familiar with and follow policies and procedures from KK Training Manual & KK Parent Handbook.
- Positive participation in morning prayer time.
- Assist Lead teacher with daily classroom activities and special projects.
- Communicate discipline and other concerns to the Lead Teacher.
- Assist with classroom set up/clean up. Responsible for classroom cleaning and maintenance.
- Clock in and out daily. Arrive promptly to ensure that appropriate time is allowed to assist the lead teacher in classroom set up and preparation of snacks.
- Accompany class to music/movement class and assist Music/Movement Lead teacher as needed.
- Responsible for staff childcare in the mornings when scheduled.
- Serve with a happy heart!

## **Classification: (Part time/NonExempt/No Benefits)**

- Teaching positions are a 9-month commitment on an as-needed basis.
- Tuesday & Thursday from 8:15-2:45 as needed
- Must work at least one Tuesday or Thursday per semester to remain eligible for employment.

## **Personal Qualities and Special Job Characteristics:**

- Stable and mature Christian who is ministry minded. Spiritual Gift/Personality type: Servant/Helper, Encourager, Teacher
- A positive and professional representative of Kingdom Kids and Grace in the workplace and community.
- Enthusiastic about teaching and making a difference in the life of a young child.
- Must have a warm, supportive attitude toward parents, children, and co-workers.
- Must be able to work as a supportive and contributing team member with all staff to enhance the overall learning experience for the children.
- Exercise discretion, confidentiality, and professionalism in all dealings – must be trustworthy and reliable.
- Must be flexible, have a teachable spirit, and adjust easily in a fast-paced, changing environment.
- Must be physically able to work in an early childhood education setting (ex: able to lift children and/or equipment up to 40 lbs: able to stoop, bend, sit, and stand for extended periods of time).