

First Baptist Church – Fort Mill, South Carolina

Job Title: Substitute Teacher in a First Baptist Preschool Classroom

Reports To: Preschool Director

Days: Monday, Tuesday, Wednesday, or Thursday

Hours: 8:30-12:15 (1s-3s), 8:30-12:30 (4s) children are present 9:00-12:00/12:10

Ages served: 1s, 2s, 3s, 4s

Pay: \$13.50 per hour

Duties and Responsibilities:

Work with the classroom teacher to accomplish the following as needed:

- Assist in leading/monitoring activities for each session. These activities may include free play, table activities, arts/crafts, music, large group/carpet time, Bible story & verse, snack time, & recess
- Room set-up prior to each session before the first child arrives
- Room clean-up after the last child has been picked up
- Change diapers and/or assist children with using the bathroom
- Assist with classroom management/redirection of children when needed

Qualifications:

- A love for children and willingness to engage with them in meaningful ways
- Be able to lift a preschooler and sit and move around on the floor easily
- Basic knowledge of preschoolers & how to appropriately care for them
- Willingness to work cooperatively with the teacher you are assisting
- Must be a woman & at least 18 years old
- Must agree to a background check

Scheduling:

- When possible, substitutes will be scheduled in advance.
- In the case of last minute needs, you will be called/texted either the night before or morning of. We will not contact you between the hours of 10:00pm and 6:30am. Please reply as soon as possible so that we can contact the next person on the list if you are unavailable.
- If you are only available certain days, or only willing to work certain age groups, that will be noted and you will not be contacted for classes outside of your parameters.
- FBP meets September-May, we do not meet if Fort Mill Schools are out.
- You cannot bring your children with you unless they are enrolled in our program.

Please contact Ashley Dodson, Preschool Director, for more information
adodson@fbcfm.com