

## SUBSTITUTE PRESCHOOL TEACHER

### TEMPORARY HOURLY RATE

**Kalihi Union Church Preschool**

[www.kalihiunion.org/preschool/](http://www.kalihiunion.org/preschool/)

### Job Description

**POSITION TITLE:** Substitute Preschool Teacher

**FLSA NON-EXEMPT**

**REPORTS TO:** Preschool Director

**POSITION STATUS:** Temporary; hourly rate \$25.00



### POSITION SUMMARY

This position plans and carries out substitute teaching activities designed to guide and facilitate the learning and development of an assigned class of children in accordance with the Preschool (PS) ministry policies and curriculum guidelines of Kalihi Union Church (KUC).

### GENERAL QUALIFICATIONS FOR THIS POSITION:

- A mature believer committed to Jesus Christ as Lord and Savior. Spiritual maturity proven in a previous personal ministry context and evidenced by a deep knowledge of the Bible and a pastoral heart for people.
- Knowledgeable in early childhood development, principles of learning, preschool activities and practices.
- Able to deal and speak effectively with young children, help plan and carry out relevant activities.
- Understands and accepts the goal and basic educational philosophy of Kalihi Union Church Preschool as described in the KUC Preschool Staff Handbook.
- Able and willing to work as a team member.
- Demonstrates a scriptural based social consciousness (Luke 4:18-19)
- Clearance of criminal background check.
- Current State of Hawaii Department of Human Services (DHS) background check and fingerprinting cleared.

#### **Education and Experience**

The education and experience required is in accordance with the “Rules and Regulations Governing Group Day Care Centers,” Department of Human Services §17-892.1-17, item (g).

(1) A degree in child development or early childhood education from an accredited college or university; and six months working experience in an early childhood program; or

(2) Post secondary credential in child development associate program or organized two-year (sixty credit) college program and certificate in early childhood education, plus one year supervised teaching experience in an early childhood program; or

(3) Baccalaureate (bachelor's degree) in elementary education from an accredited college or university plus six months working in an early childhood program, plus six credit – semester or equivalent approved child development or early childhood training courses, (may be included as part of bachelors of arts or bachelors of science degree).

(4) Baccalaureate (bachelor's degree) in any field from an accredited college or university plus six months working in an early childhood program, plus twelve credits – semester or equivalent approved child development or early childhood training courses, (may be included as part of bachelor of arts or bachelor of science degree).

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Assumes care, supervision and guidance for all of the children in the KUC Preschool.
- Prepares as directed by permanent teacher and presents subject areas which may include one or more of the following: social studies, art, music, movement, readiness, science, story time and Bible lessons.
- Observes and evaluates the growth and development of each child in an assigned class.
- May communicate with parents through oral and written sharing for the child's development at home and in school.
- Strives to keep self informed of the current trends in early childhood education by professional reading and participation in professional learning opportunities (credit courses and in-service workshops.)
- Works with Preschool Director, fellow teachers and others in the over-all development, integration and evaluation of the total PS program.
- Maintains required and pertinent records; attendance, health, etc. of assigned class.
- Performs other similar duties as assigned by the Preschool Director.

### **REPORTS TO**

The Substitute Preschool Teacher is under the general supervision of the Preschool Director.

### **SUPERVISORY DUTIES**

The Substitute Preschool Teacher supervises the Preschool Aide(s).

### **MISCELLANEOUS**

- Areas not covered in this job description will be established by the Council of Elders.
- Revisions to this job description will be made by the Council of Elders in accordance with the Church by-Laws and at their discretion.