

## PRESCHOOL ACADEMY SUBSTITUTE TEACHER OR SUBSTITUTE INSTRUCTIONAL ASSISTANT

**Position:** Substitute

**Reports to:** Foundry Preschool Academy Director, Lead Teacher

**Summary:** Responsible for providing a safe and developmentally appropriate preschool program for young children that complies with all relevant legislation, policies and procedures. Nurtures children, provides meals, crafts, and instruction, and ensures students are clean and kept safe in the absence of the regular classroom teacher or instructional assistant.

### **PRIMARY RESPONSIBILITIES:**

- Reports to the education director or assistant to the director upon arrival and upon departure at the end of the day.
- Maintains as fully as possible the established routines and procedures of classroom to which assigned.
- Teaches the lesson outlined and described in a lesson plan prepared by the absent teacher.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing with notes left for the absent teacher, the assignments made and comments regarding student behavior.
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
- Maintains regular attendance, working as needed.
- Performs other related duties as assigned.