



Employee Job Description

Job Title: Long Term EK Substitute Teacher

Department: St. Gregory the Great School

Reports to: Principal

Position: FT __x__PT _____

Primary Functions: To provide spiritual and academic instruction to the students in classroom/grade level.

Job Description: We are seeking an enthusiastic EK long term substitute Teacher to guide a classroom of young children in a variety of educational activities, including arts and crafts, free play, storytelling, and class outings. The primary responsibility is to teach them the fundamental concepts they need to know for kindergarten, such as identifying numbers and letters, socializing well with others, and working effectively in a classroom structure.

EK Teacher Responsibilities:

- Teaching children about core concepts, such as numbers, letters, shapes, and colors.
- Using creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
- Planning a curriculum that addresses early childhood education requirements and following outlined long-term sub plans.
- Instilling a sense of respect and discipline, so that children work effectively in a classroom setting.
- Supervising children outside of class time, such as during lunch, out on the playground, or on field trips
- Making sure that the classroom is clean, safe, and well-organized
- Setting up the materials and workspaces required for class activities.
- Communicating with parents to learn more about each child's life outside the classroom.
- Creating reports to inform parents about their children's progress at school.

Degree Requirements: Bachelor's degree in Early Childhood or Childhood Education; working towards Masters is acceptable.

Qualifications/Skills: Must be able to plan lessons, teach and have good class management skills. Experience using Google is a must.

Experience Required: Successful student and teaching experience. Ability to handle situations in the classroom as they arise.

Other skills/ Requirements: VIRTUS training; NYS Certification B-2 Certification or K-6 or Early Childhood Certification