



## Substitute Teacher Job Description

We are currently searching for a confident and experienced Substitute Teacher to join our team. Not required, but desirable, to have Montessori knowledge or experience. If you are a friendly and competent professional with interest in education, then we're interested in you. Your duties will include supporting the classroom teacher, the guide, in maintaining a clean and orderly classroom environment. Some substitute duties will include washing dishes, hallway duties, and bathroom support of children.

This is not a full time position. The perfect candidate is able to work flexible hours such as 7:30-3:30 or 9:30-5:30, as needed. The position is perfect for an individual that can work on-call, but wants to build their skills in education and working with children.

Mayflower is a Montessori school and fosters independent learning and follows the child in their development. We have a Toddler Community ages 16 – 30 months and four Children's Houses ages 33 months through Kindergarten.

Mayflower Early Childhood Center serves an economically diverse community and provides high quality Montessori learning environments that meet the developmental needs of the whole child. The candidate will have experience working with people of diverse racial, cultural, and socio-economic backgrounds.

### Substitute Teacher Responsibilities:

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Oversee students outside of the classroom including in the hallways and playground.
- Comply with all school regulations and policies at all times.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.

### Substitute Teacher Requirements:

- High school diploma or equivalent qualification.
- Bachelor's degree in Teaching is preferred.
- Certificate in teaching or substitute teaching preferred.
- A minimum of 2 years' experience in education environment or working with children.
- Must be detail oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.
- Must be able to pass a background check.