



Elmbrook Church Position Description

SUBSTITUTE TEACHER

Job Summary:

To assist classroom staff in providing an age-appropriate program for preschool children as the need arises.

Qualifications & Requirements:

- High School education or equivalent
- 120 working days experience for early childhood or DPI certification as preschool teacher
- Enjoys working with children

General Responsibilities:

- Assigned classroom coverage is first priority
- Assists Director, Assistant Director in assigned tasks

May be Assigned:

- Teacher coverage
- Work with resources
- Lunch room assistance
- Special projects

Organizational Relationships:

- Works closely with Assistant Director

Employment Information:

This position is part time, hourly and classified as non-exempt
Under 30 hours/week
Salary – dependent on experience, skills & education

Reports to:

Reports to: Assistant Director