



**JOB/POSITION TITLE:** Substitute Teacher (Early Learning Center)

**OFFICE/CAMPUS:** Early Learning Centers (Mililani and Nuuanu)

**REPORTS TO:** Principal of Campus / Site Manager

**STATUS:** Temporary

**HOURLY WAGE RATE:** \$19.00

**PRIMARY PURPOSE:** To assist with fulfilling the teaching expectations and classroom management.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Help to manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Provide quality supervision of the children at all times
- Help facilitate a child's learning
- Work with individual small groups of children as directed by the Teacher
- Demonstrate a high degree of self-efficacy and hold self-accountable for learner outcomes and advocate for the students
- Works efficiently within existing learning structures and believes in the capability of their students to excel
- Help with preparation and implementation of classroom and outdoor activities & learning centers as needed
- Facilitates problem-solving.
- Serves as a role-model to students.
- Work cooperatively with staff. Cooperate, confer and communicate with the ELC Administration and teaching team
- Provide quality customer service

## **OTHER DUTIES/FUNCTIONS:**

- Assist in other classroom activities as directed by the Director
- When applicable, assist with opening or closing school procedures.

## **SUBSTITUTE TEACHER QUALIFICATIONS/SKILLS:**

- Knowledge of instructional methods appropriate for children ages 3- 5.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Ability to organize tasks and manage time to meet many and varied deadlines; manage small and large groups of students in a classroom environment; and communicate effectively with students, including on potentially sensitive topics
- Working familiarity with assistive technologies; internet and email systems; and word processing, presentation, and spreadsheet software
- Familiarity with computers (PC and Apple) and their use in instruction to enhance student learning
- Working knowledge of various office and video equipment

**CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

## **WORKING CONDITIONS:**

- Equipment and Technology Use: Computer, digital presenter, computer projector, tablet, Google drive and other applications.
- Work Hours: Between 6:30 a.m. - 5:30 p.m. Monday - Friday
- Mental Demands: Decision-making, good judgment, alert, attention to detail, and concentration.
- Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to lift a minimum of 30 pounds. \*\* Note: although it is not a requirement to carry children from activity to activity, in the event of an emergency a teacher may be in a position (required) to carry a student(s). Be able to actively and physically move about the facility and playground in order to provide quality supervision for ELC age children. (When dealing with ELC children physical quick responses are necessary)

## **QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message: the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge in subject area, Ability to communicate to students. First Aid Training and CPR.
- Education/Training: (Minimum) High School degree or equivalent and previous experience with children ages 3-5 in a school setting.