



## ***Substitute Job Description***

POSITION	Substitute
QUALIFICATIONS	High School Diploma Must meet Hawaii State requirements Experience Working with Children Preferred
DESCRPTION	<p>The substitute's role is to assist the teacher in preparing and maintaining the classroom environment in concordance with the Montessori principles of education.</p> <p>The substitute is directly accountable to the teacher. If the substitute is in for the teacher, the assistant will take on the teaching role and the substitute will be accountable to the assistant. Since every classroom has special needs the teacher will outline the details concerning the specific tasks.</p>
RESPONSIBILITIES	<p>The following items are in addition to specific tasks assigned by the teacher:</p> <ul style="list-style-type: none"><li>• Responsible for cleaning the environment, refilling supplies and the proper storage of classroom supplies as directed by the teacher.</li><li>• You are responsible for the safety and physical well being of the children, who must be supervised at all times.</li><li>• Assist in the preparation and repair of materials as directed.</li><li>• Supervise the classroom as directed by the teacher.</li><li>• Politely and tactfully refer any parental inquiry directly to the teacher.</li><li>• Be professionally responsible. An important way to ensure harmony in our school community is to engage in ethical behavior. Be trustworthy with confidence, respect school policies, follow procedures, and support your colleagues and the school's mission statement.</li></ul>