



MANCHESTER ACADEMY

EMPOWERING EXCELLENCE IN EDUCATION

Substitute Teacher

EDUCATIONAL REQUIREMENTS

- Must have a High School Diploma or College Degree.
- Dependable and Punctual.

JOB DUTIES

- Supervise and ensure the safety and well-being of the children at all times.
- Assist the teacher in implementing the daily program.
- Assist in maintaining cleanliness of space.
- Assist in maintaining safety and cleanliness of supplies and materials including sanitizing toys and materials on a regular basis.
- Exhibit Manchester Academy Core values at all times and adhere to all Manchester Academy policies
- Serve as a positive role model to students and staff
- Model positive leadership skills with all staff and parents
- CPR and First Aid certification will be provided by Manchester Academy.
- Other responsibilities as assigned
- Understand and support the mission of Manchester Academy
- The ability to work effectively with others in all levels of Manchester Academy In a professional manner
- Positive attitude
- Commitment to consistent, high-quality work
- Excellent judgment, ability to identify problems and works quickly to find solutions
- Patient, caring, welcoming and creative
- Flexible, adaptive and a team player
- Desire to make a difference in the life of a child and success of the teachers.
- Communication with parents
- Assure parents their children will be loved
- Permission from Principal and Teachers for days off.
- You are very important to the success of our program.