

Substitute Teacher Job Description

Wildflower Preschool & Child Care LLC

Position: Part-Time, On-Call, Year-Round

Pay: \$16-\$22 an hour Based on education, qualifications, and experience

Schedule: As needed, Monday-Friday, between 7:00 a.m. and 6:00 p.m.

Position Summary

We are looking for a caring, dependable Substitute Teacher to provide classroom coverage when regular staff are absent or additional support is needed. The substitute follows established classroom plans, maintains familiar routines, and works with teaching partners to provide a safe, nurturing environment where children learn through play and inquiry-based exploration.

Assignments may include infant, toddler, preschool, and school-age classrooms, depending on the substitute's qualifications and program needs. Child care experience is preferred, and we are willing to train the right individual. Patience, flexibility, reliability, and a willingness to learn are essential.

Primary Responsibilities

- Provide attentive, responsive, developmentally appropriate care and supervision throughout the assigned shift.
- Follow classroom plans, schedules, individual care instructions, and guidance from the regular teacher or director.
- Lead familiar activities when assigned and qualified, or support the classroom teacher and teaching team as needed.
- Support inquiry-based learning through conversation, sensory exploration, movement, music, art, books, and indoor and outdoor play.
- Build positive relationships with children and help them feel secure during changes in classroom staffing.
- Support children's social-emotional, physical, cognitive, and language development through play and daily routines.
- Use positive guidance, model respectful behavior, and follow established behavior support and inclusion plans.
- Maintain active supervision during play, transitions, meals, rest, and outdoor activities; follow classroom attendance and child-accountability procedures.
- Help maintain required staff-to-child ratios and follow the supervision requirements for the substitute's assigned role and qualifications.
- Assist with feeding, diapering, toileting, dressing, and rest routines, following each child's needs and classroom procedures.
- Follow safe-sleep practices when assigned to infant care and all applicable health, hygiene, sanitation, and safety procedures.
- Welcome and support children with diverse abilities, backgrounds, cultures, and family structures.
- Record attendance, meals, personal-care routines, sleep, and other classroom information using program software as assigned.
- Share relevant observations, incidents, and concerns with the classroom teacher or director and provide a clear handoff at the end of the shift.
- Communicate respectfully with families about daily routines and refer developmental questions or other concerns to the regular teacher or director.
- Assist with meal service, cleaning, sanitizing, laundry, classroom organization, and preparation of materials.
- Work collaboratively with teaching partners and program leadership, maintain confidentiality, and follow Wildflower policies.
- Participate in orientation and required training; perform other classroom-related duties that support children and the program.

Minimum Qualifications

Applicants must:

- Be willing and able to obtain enrollment in Oregon's Central Background Registry before beginning employment.
- Be willing to complete required certifications, child care safety training, and orientation within applicable licensing timelines.
- Demonstrate patience, reliability, sound judgment, and a genuine interest in working with children.
- Communicate respectfully and effectively with children, families, and coworkers.
- Follow classroom instructions, accept guidance, and adapt to different age groups, routines, and teaching teams.
- Maintain confidentiality and follow program health, safety, and professional expectations.

Applicants do not need to have all certifications and trainings completed when they apply. Wildflower is willing to train the right individual and help selected applicants access required training, including First Aid and CPR, an Oregon Food Handler Card, and applicable Safety Set training. Classroom assignments, responsibility for a group, supervision, and eligibility to count in ratios will depend on the individual's qualifications and applicable licensing requirements.

Preferred Qualifications

- Experience in child care, preschool, early childhood education, or school-age care.
- Experience with more than one age group or providing substitute classroom coverage.
- Early childhood education coursework, an Oregon Registry step, or related credentials.
- Current First Aid and CPR certification, an Oregon Food Handler Card, or completed child care safety training.
- Experience with inquiry-based or child-led learning and positive behavior guidance.
- Experience supporting children with varying developmental needs.
- Bilingual or multilingual communication skills, particularly English and Spanish.

Schedule and Availability

This is a part-time, on-call position with no guaranteed number of hours. Shifts are scheduled as needed, Monday through Friday, between 7:00 a.m. and 6:00 p.m. Coverage may be arranged in advance or requested on short notice. Applicants should communicate their availability clearly, respond promptly to coverage requests, and arrive on time for accepted shifts. Assignments may vary in classroom, age group, and shift length.

Physical Requirements

With or without reasonable accommodation, the employee must be able to:

- Frequently stand, walk, sit on the floor, bend, kneel, squat, reach, and move between floor-level activities and standing.
- Lift and carry children or classroom materials weighing up to 50 pounds.
- Assist children with feeding, diapering, toileting, dressing, and other personal-care needs as assigned.
- Maintain active supervision indoors and outdoors in varying weather conditions and respond promptly to children's health and safety needs.
- Perform routine cleaning and sanitizing tasks.

Wildflower Preschool & Child Care LLC is committed to providing an inclusive workplace and considering qualified applicants without regard to protected status.

To Apply: Email a cover letter identifying the position you are applying for, along with your resume and availability, to Rionna Ruley at rionna.ruley@wildflowerpcc.com.