



The Preschool at Olive Branch

a ministry of Olive Branch Baptist Church

Early Childhood Substitute Teacher

Reports To: Preschool Director
Employment Type: Part Time
Late August - Late May

Location: Olive Branch Baptist Church
123 Olive Branch Road
Durham, NC 27703

Job Description

The Substitute Teacher supports the preschool staff by stepping into the classroom as needed to ensure a safe, nurturing, and engaging learning environment. This role carries out daily classroom routines, supervises children, and follows established lesson plans and procedures while maintaining consistency and stability for students. The Substitute Teacher models professionalism, flexibility, and a caring attitude toward children, families, and fellow staff members.

Qualifications

- We are a Christ-centered preschool and seek teachers who have a personal relationship with Jesus Christ and model their faith in both their professional and personal lives.
- Early Childhood Teaching Certification or a teaching degree is a plus, but not required
- If you do not have experience but love children and are willing to learn new skills, we welcome your application.
- Strong classroom management and communication skills.
- CPR and First Aid certification (or willingness to obtain).
- Ability to pass background check

Responsibilities

- Assist the Lead Teacher in implementing developmentally appropriate lesson plans aligned with program philosophy and curriculum.
- Maintain a safe, clean, and organized classroom that meets all program policies and procedures.
- Support Lead Teacher in establishing consistent classroom routines and positive behavior management strategies.
- Assist the Lead Teacher in observation, assessments and documentation for children.
- Build positive, professional relationships with parents and guardians.
- Communicate regularly regarding student progress, classroom updates, and any concerns.
- Partner with families to support each child's success.
- Attend staff meetings, trainings, and professional development opportunities.
- Collaborate with leadership and fellow teachers to maintain program excellence.
- Perform other duties as assigned to support the mission and daily operations of the preschool.