



Substitute Job Description

The Substitute aides in preparing and maintaining the environment in the event of a staff absence. Responsibilities may change with the Substitute's level of training, experience, and familiarity with the school. This job description provides a general overview of the role of the Substitute in a Montessori environment; Substitutes should refer and defer to the job descriptions provided by individual schools for any school-specific information about the role.

Duties may include, but are not limited to:

- Assists staff in preparation and maintenance of the Montessori environment as directed.
- Is responsible for assisting with cleaning the environment, refilling supplies, and properly storing all classroom supplies. Supply requirements and needs regarding this responsibility should be discussed with the leading staff member.
- Assists with care and maintenance of the classroom materials, including classroom dishes and laundry.
- Phrases directives positively when speaking with the children.
- Works with individual and small groups of children as directed by the leading staff member in the classroom and outdoor environment.
- Shares the responsibility for the safety and physical well-being of the children at all times. The children are not to be left unattended, and the same classroom ratios must be maintained on the playground as inside.
- Reports any and all accidents/incidents at once. Prepares written report (according to school's guidelines) stating date, time, nature of accident, action taken.
- Helps supervise children in the execution of evacuation and other emergency drills.



- Shares questions and observations with the leading staff member.
- Notifies the Head of School immediately of personal and professional difficulties with children, families, or staff.
- Protects the privacy and peace of the children at work.
- Aids children in the bathroom, when necessary (not giving more help than they need).
- Encourages children to be involved in setting up and cleaning the environment.
- Models integrity, curiosity, responsibility, creativity, accountability, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.

Depending on training and/or experience, subs may also take on more of a lead role in the classroom. Duties may include giving a lesson, hosting a gathering, etc. Tasks such as these will be requested and outlined in communications from the absent staff member and/or staff members present day-of.