

JOB DESCRIPTION: Substitute Teacher

Scope of Position

The Substitute Teacher assists with Center activities as assigned and reports to the Center Director or Lead Teacher.

Responsibilities

The Substitute Teacher will work together with the Director and other staff to foster an atmosphere of goodwill, open communication, and teamwork. The primary responsibility of each member of the Center staff is the safety and well being of the children. It is, therefore, the obligation of each staff member to report to the supervisor and/or Director any action or behavior by any person which might be detrimental to a child or group of children within the Center.

Specific Duties

- Daily Classroom Activities
- Assist in planning, organizing, and implementing program activities when requested by Lead Teachers or the Center Director.
- Assist in preparation of educational materials when required.
- Assist in the maintenance of neat and organized classrooms.
- Assist in upkeep of all educational equipment and materials.
- Assist in supervision of all activities to insure the safety of each child when required.
- Eat meals with children and assist in development of good nutrition habits and socialization skills.
- Assist children in establishing good toilet habits and personal hygiene.

Participation in Center Activities

Attend required in-service trainings.

Qualifications

Minimum: High School Diploma with two years experience in early care and education.

Preferred: CDA or Associate's Degree in Early Childhood Education or related field.

Physical requirements: The essential physical requirements for this job include:

- Must be able to bend, stoop, reach, sit on the floor and rise from the floor without adult assistance.
- Must be able to lift up to 30 pounds.

Signature

Date