

## **JOB DESCRIPTION**

### **Title: Substitute Preschool Teacher**

**Job Summary:** The Substitute Teacher will be responsible for classroom and family educational activities to ensure a quality center based program for families. Duties vary according to the length of the assignment.

**Work Station and Assigned Area:** Will serve in classrooms throughout the eight county service area.

**Supervises:** None.

**Supervised By:** Team Leaders in the county for which the Substitute Teacher is assigned will contact Substitute Teachers to share their site's substitute needs. Team Leaders will share these assignments with the county Team Specialist. The Substitute Teacher will be supervised by a member of the Leadership Team, and be responsible to the Team Leader for onsite supervision.

### **Major Duties and Responsibilities:**

1. Assure the development of all HS/EHS lesson plans that reflect the High Scope Curriculum and Creative Curriculum.
2. Serve as Teacher in classroom activities.
3. Meet the daily needs of all children (i.e. food prep, toileting)
4. Implement early literacy activities.
5. Maintain 10:1 child/adult ratio for 3-5 year olds and 4:1 ratio for 0-3 year olds.
6. Assist Teacher in implementing daily curriculum including taking anecdotal notes for COR and Creative Curriculum as needed.
7. Cooperate with, and follow through on suggestions/recommendations of, managers, leaders and specialists to establish a quality comprehensive child/family program.
8. Assist Team Leader in maintenance of building and equipment.
9. Attend Head Start/Early Head Start parent activities as needed.
10. Know the whereabouts of children in attendance at all times.
11. Complete a minimum of twelve (12) clock hours of training each year to meet childcare licensing regulations.
12. Attain First Aid and CPR certification and training on blood borne pathogens as required.
13. Support the design and implementation of program self-assessment.
14. Know and comply with CMCA policies and procedures.
15. Ensure documentation of all contacts with parents.

16. Has a comprehensive understanding of the needs of the children in the classroom (health issues: asthma, allergies, seizures, hearing/vision, etc.) and makes appropriate accommodations to ensure child outcomes are achieved.
17. Complete daily anecdotal reports on each child.
18. Notify the Team Leader in a timely manner that supplies will soon be needed for the classroom.
19. Ensure daily spraying of toys with bleach water solution on a daily basis and a weekly deep cleaning of toys using the three-step method (wash, rinse, sanitize) or by running the toys through the site's dishwasher.
20. Perform other duties as assigned.

**If Substitute Teacher is substituting long-term (over three-weeks), they may be asked to assist with the following:**

1. Parent Teacher Conference and Home Visits. The Teacher conducts 2 home visits/year and 2 Parent Teacher Conferences with each family/year.
2. Complete assessments on every child.
3. Individualization for all children. There must be at least one individualization objective written for each child based on documentation of information from individual ongoing group assessment.

Knowledge, Skill & Abilities:

1. Knowledge and application of developmentally appropriate practices in early childhood classrooms.
2. On-going knowledge of appropriate literacy practices in early childhood.
3. Ability to relate positively to children, staff and low-income parents.
4. Ability to assume leadership responsibility.
5. Knowledge of the purposes and philosophies of the Head Start Performance Standards in working with young children and their families.
6. Ability to establish appropriate limits for children and enforce them in a positive manner.
7. Satisfactorily completion of training of required Missouri child abuse & neglect laws and procedures and indicators of child abuse and neglect.
8. Maintain the confidentiality of information of each child and family in the Head Start program.
9. Ability to work as a team member.
10. Ability to deal with confrontation in a constructive manner.
11. Ability to implement concepts learned from training

12. Satisfactory completion of training on required Missouri child abuse and neglect laws, procedures and indicators or child abuse and neglect.
13. Knowledge of health and hygiene and ability to assist children in developing good habits.
14. Ability to attend work site regularly to perform job duties and responsibilities.
15. Ability to lift forty pounds.

**Qualifications Required:**

1. Minimum of 60 college credit hours.
2. Ability to communicate with children and parents in a second language preferred.
3. Residence in county of the assigned Head Start center is preferred.
4. Must have a working home telephone.
5. Must have a valid Missouri driver's license and daily access to a reliable and licensed automobile.
6. Submit current physical examination and TB test results within ten days of hire and annually thereafter.
7. Must pass the Missouri Department of Health Family Care Safety Screen.

**Salary Range:** V Non-Exempt

**EQUAL OPPORTUNITY EMPLOYER**

	Initials	Date
Executive Director		

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Employee Signature

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Date