



DAYTON CHRISTIAN CENTER

## SUBSTITUTE TEACHER

### **Expectations:**

**General** – your participation in our programs is greatly appreciated. In order to assure quality care to our parents and children the following requirements are to be enforced:

**Attitude:** A Christ like attitude with a heart for service is a greatly honored aspect of our service here at the Dayton Christian Center. Give with a cheerful heart.

**Consistency:** Our children and families rely on us to be available during the hours of operation. If you are not here, that affects the quality that we are able to give to our parents. We need you to be on time for each of your scheduled shifts.

**Production:** While you are in the classroom you will be expected to interact with the children. It is your primary responsibility to be as involved as possible with the daily lives of the families and children we serve.

### **You will be responsible to:**

- Work with children in a licensed child care facility.
- Assist in planning, implementing and evaluating developmentally appropriate program curriculum into classroom environment.
- Assist in preparing and conducting programs as stated in lesson plans in varied areas of activities ranging from art, music, story time, transitions, outdoor, fine and gross motor, teacher lead and child lead activities.
- Assist in maintaining records of participants including daily attendance and meal counts.
- Assist in evaluating and documenting children's progress according to children's developmental level.
- Assist in ensuring classroom meets State licensing requirements, NAEYC Accreditation Criteria and Dayton Christian Center policies and procedures.
- To transport children to/from school and on field trips as necessary.
- Communicate with parents, staff and director about concerns with children or within the childcare program.

### **Supervisor:**

- Substitute Teacher reports to the Lead Teacher or Assistant Teacher. In the absence of the Lead Teacher or Assistant Teacher the Substitute Teacher reports directly to the Child Care Administrator.

### **Education and Training**

- Current certification in the following areas: First Aid, CPR, Communicable Disease Management, and Child Abuse Prevention. Applicants will be considered for this position without the certifications, however, if hired, certification in these areas will be required within the first 90 days of employment.
- If hired, Dayton Christian Center requires employees to attend at least 20 hours of in-service training each year.

**Special Position Requirements:**

- Must be 18 years of age
- Candidate must attend an orientation/training on designated date.
- Current Driver’s license
- Successful BCII/FBI Background Check and Medical Physical
- Preferred: CDA or ECE credentials

**Physical Demands:**

All positions at the Dayton Christian Center have high physical requirements. The physical demands described here are representative of those that must be met by an employee of the Dayton Christian Center to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand and walk for a long period of time, to talk and hear, to sit, to lift and/or move up to 40lbs, to climb or balance, to stoop, and sit in small chairs and on floors regularly; and the ability to move quickly to keep pace with active young children, kneel, crouch, or to crawl, to use hands or finger, handle or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Hours:**

The Dayton Christian Center is open for childcare between the hours of 6:00am and 6:00 pm. Substitute teacher hours will be during center operation and on an as needed basis.

**Salary:** Based on Employee’s level employment and level of training and experience *Success at the Dayton Christian Center is based on your commitment to improving your level of employment. Dedication to completing the next level of education is one example. Another example is to perform every aspect of your job to the fullest and to complete tasks that are beyond your job description.*

PLEASE NOTE: THE DAYTON CHRISTIAN CENTER IS A DRUG FREE PLACE OF EMPLOYMENT. ANY EMPLOYEE CAUGHT UNDER THE INFLUENCE OR, DISTRIBUTING DRUGS OF ANY KIND WILL BE TERMINATED IMMEDIATELY FROM THE JOB.

If interested in this position please submit cover letter stating your interest in the position, resume and 3 professional references to: Attn: Tasha Johnson

Mail  
Dayton Christian Center  
1352 W. Riverview Ave  
Dayton, OH 45402

Fax: (937) 275-3222

Email: tjohnson@  
daytonchristiancenter.org

*NO PHONE CALLS PLEASE*