

## **Early Childhood Program Substitute Teacher**

### **Summary:**

Substitute Teacher is responsible for providing lessons and education in the Classroom Teacher's absence in all classroom areas, including each child's academic and cognitive development. Teach will include cognitive, academic, social, emotional, spiritual, physical, and mental well-being of each student.

Daily tasks may change and are at the discretion of the lead teacher.

### **Job Responsibilities:**

Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students.

Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment

Adapt teaching methods to fit the needs of each student

Supervise students in and out of the classroom, including in the halls, on the playground, and in the cafeteria

For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans.

Follow all developmentally appropriate practices for ages birth – 5 years old.

Help maintain a safe and well-organized classroom that aids in the success of each child.

Clean and disinfect per policy

Perform any other duties as assigned as per the discretion of the Director.

Environment

Assist in carrying out weekly lesson plans and schedule implementation, supervision, and management while supporting developmentally appropriate practice and program goals.

Ensure a safe and healthy environment and complete daily tasks assigned.

Participate in regular cleaning of materials and classroom spaces.

Clean and disinfect daily following the cleaning log.

Maintain State required monthly training hours.

## **Physical Capabilities**

Work is primarily performed in a classroom environment.

Applicant must be able to lift 40 pounds

Stand up to 95% of the day.

Assume postures in low-level positions that best allow physical and visual contact with children

Must be able to sustain a high level of energy

Bend to perform various tasks numerous times throughout the day

Stoop, sit on the floor

Have the ability to move from a seated position to a standing position promptly to respond to emergencies

Perform all activities with children, i.e., jump, dance, walk, run, etc., for extended periods.

Both indoor and outdoor environments are typically found in a Pre-School.

Depending upon activities and season it may be required to be outdoors for regular, prolonged activities.

Must possess acceptable hearing and visual capabilities to monitor the environment and children's well being

Must be able to excel in an ambiguous and continuously changing, competitive environment

Applicants will need to be flexible and be able to respond quickly and appropriately to changing situations.

The applicant will be faced with various issues daily and will be engaged in multiple tasks, and must respond quickly and appropriately to the frequently changing needs of children.

## **Required Qualifications:**

Be at least 21 years or older.

Have a high school diploma

Background Check

Drug Test

A valid driver's license