JOB DESCRIPTION

Employee:
Job Title: Substitute Teacher
Reports To: Program Manager
FLSA Status: Non-Exempt

SUMMARY: Works within the vision, mission, and philosophy of the agency. Develops a stable educational environment for youth, planning, and teaching students. Is responsible for the daily classroom milieu and instruction. Assists with training, supervising, and evaluating the teaching assistants, who are assigned to the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Substitute Teacher provides instruction for Infants ages 0-2 and Pre-School youth ages 2-5 years old in a Licensed Day Care Facility.
- Performs curriculum planning and implementation of the instructional program developed for Infant or Pre-school student in accordance with the student's academic level, behavioral, cognitive strengths, and weaknesses. Curriculum based on social emotional as determined by the professional assessment and the student's individual education plan.
- Substitute teacher provides crisis management as needed.
- Applies positive behavioral techniques and integrates sensory/motor skills with academic/behavioral program.
- Creates a positive learning environment for children and families.
- Collaborates with the family and treatment team to carry out each student's individual education plan.
- Participates as a member of the individual education plan, case management, and family engagement.
- Ensures that volunteers fully understand the classroom/school structure, lesson plans, and requirements.
- Completes educational screening for students and reporting for students. Ages and stages questionnaire (ASQ) universal screening, the Desired Results Developmental Profile (DRDP) and ECEERS.
- Other Duties and Responsibilities
- Position specific duties, responsibilities, and requirements may vary depending on need.

- Performs other related responsibilities, as assigned, to support specific department/business needs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. All employees are responsible for keeping job requirements up to date. This can include but are not limited to certifications, licensure, and maintaining a clear criminal record.

EDUCATION AND/OR EXPERIENCE

- Experience working with children ages zero to five (0-5) years old required.
- (Option A):
  12 Units of coursework in Early Childhood Education or closely related field** and 6 months of experience working in a licensed child care facility. Work experience for Teachers in an Infant program must have been with children under the age of 5.
  Required ECE Courses: 1. Child, Family and Community; 2. Child Growth and Development; 3. ECE Curriculum; 4. Infant ECE class
- (Option B):
  Child Development Associate Credential and 6 months of experience working in a licensed child care facility.
- (Option C):
  Child Development Teacher Permit (or higher) issued by the Commission on Teacher Credentialing.
- (Option D):
  AA degree in Early Childhood Education or related field
  **Coursework must include Child or Human Development, Child, Family and Community and (2) Program/ Curriculum courses. Teachers in an infant program are required to take 6 units related specifically to Infant/ Toddler Care.

CERTIFICATES, LICENSES, REGISTRATIONS

- First Aid/CPR Certification
- Child Development Associate Teacher Permit Preferred.
- Site Supervisor Preferred.
- Must pass Department of Justice (DOJ), Federal Bureau of Investigations (FBI), and Child Abuse Index Check (CAIC) background clearance.
- Valid California Driver's license with two years' experience driving and clean driving record may be required.

LANGUAGE SKILLS

- Effective communication skills including writing, public speaking active listening skills.
- Conflict resolution skills.

OTHER SKILLS AND ABILITIES

- Position specific duties, responsibilities, and requirements may very depending on need.
- Performs other related responsibilities, as assigned, to support specific department/business needs.

PHYSICAL AND EMOTIONAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must be able to talk and hear to effectively communicate with clients, staff and volunteers. While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally climb or balance, jog, stoop, kneel, crouch and crawl. Employee must occasionally lift and or move up to 50 pounds and is occasionally exposed to outside weather conditions. The employee is occasionally required to drive. The noise level in the work environment is moderate.