



# Substitute Teacher

Job Description

**Position:** Substitute Teacher / Respite Care Provider  
**FTE:** various (less than 29 hr./wk.) / \$11.60 hourly  
**Reports to:** Site Supervisor / Outreach Supervisor  
**Evaluated by:** Site Supervisor / Outreach Supervisor

**Responsibilities:** To assist teachers and cooperate in a supportive role carrying out developmentally appropriate and therapeutic preschool activities. To encourage the social, emotional, physical, and cognitive development of children and to attend to their safety and wellbeing. Responsibilities may also include kitchen duties such as food preparation, meal set up and clean up.

### Requirements:

1. Current first aid and CPR certification.(Preferred not required)
2. Current food handler's card.
3. Introduction to Health and Safety (Can do on the job)
4. Experience working with children 6 weeks through 5 years.
5. Enrolled in Child Care Division-Central Background Registry.
6. Orientation (Completed at work)

### Knowledge, Skills and Abilities:

1. Knowledge of early childhood development and developmentally appropriate activities.
2. Knowledge of and ability to implement positive behavior support principles and techniques.
3. Ability to relate sensitively and non-judgmentally with children and parents.
4. Ability to handle high stress situations.
5. Ability to adhere to adult/child ratio and agency philosophies regarding curriculum and safety.
6. Ability to supervise preschool children and ensure a safe environment.
7. Ability respond to emergent needs of a busy classroom and outdoor play areas. This includes the physical ability to move quickly and respond to children who are very active.
8. Ability to interact with children at their eye level; sitting in child-sized chairs, kneeling, stooping, and bending and lifting up to 50 lbs.
9. Dependable and flexible.
10. Able to maintain a positive, optimistic attitude.
11. Bilingual preferred.