



## JOB DESCRIPTION

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**JOB TITLE:** Substitute Teacher  
**EXEMPT:** No  
**REPORTS TO:** Site Supervisor  
**SALARY RANGE:** \$10.00-\$16.00/hr.

**DATE:** September 1, 2002

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**SUMMARY:** Assists in the daily operation and coordination of Go Kids, Inc., child care programs assisting the Site Director and Master Teacher in providing children with a learning environment and experiences to help develop socially, intellectually, physically and emotionally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following as well as other duties and responsibilities that may be assigned.

### I. CHILD SUPERVISION

- Relate to all children in encouraging and positive ways.
- Supervise children in all indoor and outdoor activities ensuring a safe environment.
- Supervise children during breakfast, lunch and snack time, encouraging good eating habits are developed.
- Supervise daily activities such as toileting, hand/face washing and brushing teeth.
- Assist in teaching children to become responsible for their decisions and actions.
- Interact with children, teaching such things as arts, crafts, games and group activities, that will benefit them within their lives and reinforce concepts.
- Guide children's behaviors in a positive way that teaches self-respect along with respect for others and the community around them.
- Encourage children to interact positively with other children and people around them.
- Provide a wide variety of age appropriate activities that offers physical and emotional growth.

### II. CURRICULUM PLANNING

- Prepare activities needed to implement the daily plans.
- Develop age-appropriate weekly lesson plans.
- Provide art, science, language and cognitive experiences.
- Prepare and cleanup after curriculum.
- Prepare projects for large and small groups, child and teacher initiated, that are indoors and outdoors.
- Maintain a physical environment that supports a variety of curricula.
- Replenish materials as needed within the centers.

### III. OTHER RESPONSIBILITIES

- Provide support to Site Directors.
- Participate in quarterly inservice trainings.
- Organize storage of necessary items as required.
- Observe safety hazards ensuring that rules are observed by children.
- Keep floors, counter tops, yard area and other spaces clean and free from any potentially dangerous situations.
- Prepare healthy snacks as necessary for children.

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- Watch for signs of illness in children at all times and direct ill children to the proper medical attention.
- Assess the individual development of assigned children. Confer with parents for individualized learning plans for children in the program.
- Attend monthly staff meetings.
- Complete accident reports as necessary on a timely basis.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SKILLS AND ABILITIES:**

- Requires general knowledge of child care and associated development, including federal, state and local laws and regulations governing child care and safety; knowledge of sound techniques in all aspects of child care and development.
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling and prioritization, and driven by excellence.
- Must possess good communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Interpersonal skills to establish and maintain effective relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Must present a neat, professional appearance.
- Must be able to adjust tasks and focus with composure, and in accordance with changing deadlines and priorities.
- Requires a good sense of humor and belief in working as a professional, cohesive team member.

### **EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent. Supervisory experience preferred. 12 ECE units in core courses (including Child Growth and Development; Child, Family, and Community; 2 courses Program/Curriculum), minimum 50 days (3 hours min. per day) experience in classroom within 2 years. Must be able to develop and implement age-appropriate curriculum. Must be able to pass a fingerprint and criminal clearance. Current CPR and first aid certificate required. Must have a current California Drivers License. Bilingual an asset. Associate Teacher Child Center Permit required.

### **LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general business periodicals and governmental regulations. Ability to write reports, business correspondence, and procedures with conformance to the prescribed style and format. Ability to effectively present information and respond to questions from government entities, employees, managers, clients, and the general public.

### **MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures & amounts with a 10 Key.

### **REASONING ABILITY:**

- Ability to define and solve practical problems and deal with a variety of concrete variables, occasionally in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:** physical demands and work environment characteristics

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described here are representative of those that must be met (or may be encountered) 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.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to talk, hear and use hands to finger, handle, or feel objects, tools, or controls, stand, reach with hands and arms, and walk. Occasionally required to sit, climb or balance; stoop, kneel, or crouch; lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee occasionally works in outdoor weather conditions and wet (humid) conditions and is occasionally exposed to the risk of electrical shock. Noise level in the work environment is usually moderate and can sometimes be noisy.

### SIGNATURE OF APPROVAL:

\_\_\_\_\_  
Executive Director

### ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date