

Substitute Teacher

Reports To: Director

Non-Exempt Employee

Summary: Supervise assigned group of children and direct activities and learning experiences as directed by Childcare Specialists, Childcare Specialist Assistants and Center Director. Interact with parents at arrival and pick-up times as appropriate. Perform assigned food service, diapering/toileting, and clean up duties.

Essential Job Functions:

Implement lesson plans and oversee activities and maintain classroom.

- Supervise children by sight and sound at all times.
- Speak to parents at arrival and pick-up times as appropriate.
- Teach social learning and manners by sitting with children at mealtime and providing demonstration of appropriate behavior.
- Discipline children appropriately by adhering the center's discipline policy.
- Sanitize toys and equipment as required.
- Maintain classroom in a neat and organized manner and perform cleaning duties as scheduled or needed.
- Interact with children, parents & co-workers in a positive manner.
- Know and follow criteria set forth by Florida state standards, licensing and NAEYC

Maintain records and attend training as requested by Center Director.

- Take and record attendance daily.
- Prepare accident reports in accordance with established procedures.
- Note and report any suspected abuse or neglect to supervisor. Call the child abuse hotline to report if supervisor is unavailable.
- Attend and participate in ongoing training as assigned.

Knowledge, Skills and Abilities

- Knowledge of laws and regulations governing childcare operation.
- Knowledge of the methods and practices of curriculum development and instruction.
- Knowledge of standard health and safety policies and practices in childcare licensing and NAEYC accreditation
- Ability to understand written and oral instructions and to act on them
- Ability to communicate effectively orally and in writing
- Ability to lift children, boxes, furniture and perform cleaning duties, as assigned
- Ability to establish effective and harmonious working relationships with staff, parents, and students

Minimum Qualifications

- Must possess the knowledge, skills and abilities listed above
- Ability to read and write English
- First Aid/CPR training
- Minimum of a high school diploma/GED
- Current on all DCF training requirements
- Must have DCF 40 hour training certificate

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.