



# SUBSTITUTE TEACHER

Therapeutic Child Care Center

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<b>Supervisor:</b>	Site Supervisor I	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	NA	<b>Salary:</b>	\$12.93-\$14.67 hr
<b>Period of Employment:</b>	12 months per year	<b>Hours:</b>	40 hours/week

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## GENERAL SUMMARY:

Responsible for partnering with the teaching staff in the implementation, maintenance, and enhancement of therapeutic child care curricula and activities in an environment that supports the values of Child Start and meets the needs of Head Start and Early Head Start children (0 to 5). Provides support to the center staff to facilitate optimum delivery of services.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

### Curriculum and Practice

1. Encourages participation of children by initiating and demonstrating daily curriculum and interactive activities in accord with performance standards, regulations and CSI values.
2. Collaborates with other program staff and integrates EHS/ HS services to meet the individual educational needs of children. Provides inclusion activities for children with disabilities.
3. Contributes to understanding of individual child needs by coordinating and completing screening and developmental assessments.
4. Implements program goals and philosophy in the classroom and through relationships with parents. Keeps parents informed by posting information in the classroom, conducting periodic home visits and maintaining and sharing records and documents about child's progress, attendance and behavior. Communicates information to parents about available resources. Generates parental classroom involvement.
5. Provides safe environment by practicing safe and healthy work habits, guiding staff, parents and volunteers, and maintaining orderly, clean, and appealing site. Develops and updates emergency and disaster plans.
6. Completes and maintains all necessary records and documents for parental information and compliance with performance standards and regulations. Protects families and children by safeguarding confidentiality of personal information.
7. Maintains professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional groups.
8. Contributes to training of staff and volunteers by serving as a mentor.
9. Helps improve services, efficiency and goal achievement through ongoing evaluation of operations and work processes
10. Assures continuous care of children by assuming responsibility when Head Teacher is absent.

### EQUIPMENT USED

1. Telephone.
2. Networked personal computer.
3. Fax machine, copier and other office machines.
4. Vehicle

### **JOB CONDITIONS/ COMPLEXITY**

Work is performed with considerable independence using established component plans, resource materials and the procedures and regulations of the program. Frequent standing and walking. Regular bending, squatting and sitting to communicate with children on their level. Lifting up to 40 pounds.

### **QUALIFICATIONS**

1. Two years full-time experience teaching infants and toddlers from low income families, one year of which was supervising staff **and**
2. Twelve (12) units in early childhood education with completion of the following classes: Child Development; Child, Family and Community; Curriculum and other related coursework that meets Community Care Licensing criteria.
3. 3 units in ECE Administration or Supervision required for a Sub unless the sub is the site supervisor designated replacement.

### **OTHER SKILLS AND ABILITIES**

1. Must have demonstrated ability to: work independently, communicate through verbal, non-verbal means accurately, concisely and professionally, communicate in writing accurately, clearly and professionally, supervise, mentor and train staff, and maintain awareness and involvement in professional activities.
2. Must have knowledge of and experience with: supervision and implementation of comprehensive child development program, Head Start Performance Standards, Title 22 Licensing Standards and other related requirements of child development programs, computer software applications (e.g. word processing, spreadsheet and data base) or be willing and able to learn, low income, ethnically and linguistically diverse populations, universal precautions in a child development setting, and the Americans with Disabilities Act.

### **OTHER REQUIREMENTS**

- Ability to pass criminal record clearance
- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Valid California Driver's License, required insurance and acceptable driving record
- Report any suspected child abuse as required by state law
- CPR and First Aid Certificates (within 3 months) and Health and Safety Training Certificate (7 hours) due when class starts.
- \Original (or certified copies) of all credentials or certificates **and** college transcripts indicating applicable coursework to meet requirements of position.
- Report any suspected child abuse as required by state law.
- At least 15 hours of accredited health and safety training.