



ON-CALL SUBSTITUTE PRESCHOOL TEACHER

POSITION SUMMARY

The Early Childhood Education Substitute Teacher assists the classroom staff in implementing a structured classroom on an as needed basis. The substitute is responsible for aiding the teacher in the implementation of the daily schedule and routine, leading activities, ensuring safety and security of children and supervision of children. The substitute shall develop nurturing relationships with children within a context of consistency and structured routines.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Use daily classroom events as opportunities to assist children in developing more appropriate behavior, social skills and coping skills.
- Assist teacher in development and implementation of a structured classroom environment.
- Assist in maintaining constant supervision of children including playground activities, assisting with snacks and lunch duties, general housekeeping duties and kitchen detail as assigned.
- Supervise classroom routines including toileting.
- Work with teacher in maintaining a safe and healthy environment for children.
- Assist in keeping the classroom organized and arranged appropriately.
- Ensure materials are available to the teacher when needed to carry out activities.
- Model acceptable behaviors and utilize behavior management techniques in classroom.
- Keep teacher and the Director of Early Childhood Education or other Center management informed of problems that arise in the classroom.
- Assist teacher in maintaining good communication with parents/legal guardians.
- Attend training, workshops, and seminars as requested by the Director of Early Childhood Education and requirements.
- Build good communications and cooperate with other staff to create and maintain a professional atmosphere.
- Cooperate with staff members regarding program decisions.
- Participate in required staff meetings and staff development as requested by the Director of Early Childhood Education.
- Communicate with staff members regarding children issues and parent/legal guardian
- Follow through with program decisions, plans, and expectations.
- Participate in Center in-service training as requested by the Director of Early Childhood Education.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Staff must believe in and act in accordance with both the Agency's and the program's mission statements.

EDUCATION

- A.A. in early childhood education or related field with prior experience with preschool age children; or High School Diploma with prior experience with preschool age children in a licensed childcare center with a minimum of 12 units in Early Childhood Education, or a substitute certificate.
- CPR/First Aid certification required.

SKILLS & ABILITIES

- Early Child Development knowledge and experience.
- Requires strenuous activity at times.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional demeanor.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Must have access to reliable transportation.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

FOR CONSIDERATION

Send cover letter and resume to hr@westsidechildrens.org

Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.