

## **JOB DESCRIPTION: SUBSTITUTE TEACHER**

Responsibilities will include but not be limited to the following:

1. Assist the classroom teacher in planning and implementing the daily curriculum, as prepared by the classroom teacher, and learning experiences that meet, support, and advance the intellectual, social-emotional, language, and physical development of children within a safe, healthy learning environment.
2. Encourage the involvement of the families of the children in the program and support the development of relationships between children and their families.
3. Be in the classroom for up to six (6) hours on the substitution day. Extra hours may be needed for special room preparations or activities.
4. Be currently certified in CPR that includes management of a blocked airway and rescue breathing and pediatric first aid procedures.
5. Attend all recommended trainings and meetings
6. Refer parent requests for conferences, complaints, or problems to the classroom teacher who may relay them to the Director.
7. Be responsible for assisting the classroom teacher in the general supervision and management of a class of 8-18 children ages 15 months to 5 years. Texas Minimum Standards ratio of teacher/students must always be maintained.
8. Serve as an actively participating assistant to the motor skills, music, and Spanish teachers.
10. Obtain a minimum of twenty-four (24) clock hours of age-appropriate training according to Texas Minimum Standards. These hours exclude first aid and CPR, orientation, and pre-service training.

## **QUALIFICATIONS:**

The person selected for this position must be at least 19 years of age and have some experience in working with young children. This person should have a C.D.A. or be working on one, a two-year degree or equivalent or a four-year degree.

This person must be in good health and capable of lifting up to 40 pounds and be able to stand, walk, move quickly, and get down to the floor. This person must be a sensitive and mature individual who is able to relate well to children and adults and must be willing to adhere to the school's educational philosophy. In addition, this person must be able to meet the requirements of the Texas Department of Family and Protective Services.