



**Position Title:** Substitute  
**Reports To:** Director of Programs  
**Department:** Programs

**POSITION SUMMARY:**

The Substitute Teacher will report directly to his or her Lead Teacher. The Substitute Teacher will assist the Lead Teacher in providing a safe, secure and stimulating environment for at-risk children. The Substitute Teacher will also assist in providing an appropriate educational program using the High/Scope Curriculum for preschoolers.

**RESPONSIBILITIES AND DUTIES:**

- Assist Lead Teacher in staffing each child and keeping individual records of goals and progress.
- Take daily anecdotal notes on each child (COR format).
- Assist Lead Teacher in daily planning.
- Assist Lead Teacher in guiding volunteers.
- Attend staff meeting and use information obtained at staff meeting to prepare for classroom activities.
- Discuss all child or parent issues with the Lead Teacher and/or Director of Programs.
- Maintain the confidentiality of child and parent records.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must have a highly supportive style and be a team player.
- Must demonstrate an ability to plan and prepare for specific activities.
- In the absence of the Lead Teacher, must be able to assume Lead Teacher responsibilities.
- Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must have the ability to read, write and comprehend simple instructions, short correspondences, and memos.
- Incumbent must have the ability to effectively present information in one-on-one and small group situations to students, clients and other employees of the organization.
- Incumbent must have physical flexibility and be able to lift 50 pounds.
- Preferably, will possess at least one or two years of related experience.

**PREREQUISITES:**

- AA preferred; CDA required.
- Bilingual (Spanish-English) a plus.
- Training and experience in Early Childhood Education preferred.

The Child and Family Network Centers is an equal opportunity employer and service provider.

To apply, please send your resume and cover letter to Kate Washburn, Interim Director of Programs.