



Position Description

Position Title: Substitute

Reports To: Director of Education

Department: Education

Job 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 children. The Substitute Teacher will also assist in providing an appropriate educational program using the Creative Curriculum for preschoolers.

Job Responsibilities:

- Assist Lead Teacher in staffing each child and keeping individual records of goals and progress.
- Take daily anecdotal notes on each child (Gold 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 Education.
- Maintain the confidentiality of child and parent records.

Experience, Essential Skills and Personal Characteristics:

- 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 in English.
- 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 in English, Spanish, Amharic or Arabic.
- Must have physical flexibility and stamina for a 6-8 hour work day and be able to lift 50 pounds.
- Preferably, will experience working with groups or preschool children.

Prerequisites:

- High School Diploma
- Bilingual (Spanish, Amharic or Arabic) a plus.
- Training and experience in Early Childhood Education preferred.

Process for becoming a Substitute Teacher:

Substitute Onboarding	
	Complete application
	Interview and tour of building
	2 references
	Offer letter with start date and salary
	Orientation
	Staff Information Sheet
	Fingerprinting
	DSS Central Registry Release
	Sworn Statement
	TB test
	First Aid (not required but helpful for substitutes)
	MAT Training (not required for substitutes)
	Child Abuse and Neglect training (1.5 hours) (no cost, link provided by CFNC)
	Better Kid Care (10 hours) (no cost, link provided by CFNC)
HR	
	W-4
	I-9
	Direct Deposit

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

To apply, send your resume and cover letter to Nancy Lobo, Director of Operations, at nlobo@cfnc-online.org