



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Substitute Teacher
LOCATION: Head Start Center
SUPERVISOR: Teacher/Teacher Assistant
WORKING HOURS: Monday - Friday, 8:00 a.m. to 3:30 p.m.

JOB OVERVIEW:

The substitute teacher supports the classroom teacher and teacher assistant in providing educational experiences and a conducive learning environment that promotes School Readiness. This role involves assisting with curriculum implementation, maintaining classroom discipline, and ensuring a safe and clean environment.

KEY RESPONSIBILITIES:

Educational Support:

- Assist in providing educational experiences according to Performance Standards and program regulations.
- Support the development and implementation of an appropriate curriculum that promotes school readiness.
- Help maintain acceptable discipline in the classroom.

Classroom Management:

- Assist in maintaining a safe and clean learning environment.
- Assume the role of teacher assistant in the classroom as needed.
- Support all Head Start service areas.
- Assist with maintaining appropriate records and files as necessary.

Assessment and Development:

- Assist with the administration of screenings and assessments, updating children's progress to promote school readiness.
- Support the implementation of early literacy activities in the classroom.

General Duties:

- Perform other appropriate duties as deemed necessary by program administrators.

REQUIRED SKILLS AND QUALIFICATIONS:

- Effective communication skills with staff, parents, and children.
- Means of transportation.
- Ability to handle emergencies calmly and effectively.
- Ability to accept supervision from teachers, other staff, and adults.

EDUCATION AND EXPERIENCE:

- Must be at least 18 years of age.

Signature _____ Date _____

Updated 7/2024