



Little Love Learning Center

Job Description

Title: Substitute Teacher

Job Summary: The Substitute Teacher will be responsible for classroom lesson plans as left by the Lead Teacher in his/her absence. Receives supervision from the lead teacher and the administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: None

Supervised By: The Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Childcare Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 10 hours of in-service training yearly July 1st -June 30th only if working more than 90 days.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Child Abuse and Neglect (at hire and every 2 years)
 - d. Center Orientation.
 - e. Employers will pay for these services.

Major Policies and Procedures that must be learned:

1. Communicable Disease and exclusion of sick children.
2. First aid and medical emergency
3. Fire evacuation
4. Tornado and severe weather evacuation
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality procedures

Major Duties and Responsibilities:

1. Assure the lesson plan left by the Lead Teacher is followed through.
2. Serve as Lead Teacher or Teacher's Aide in his/her absence.
3. Care for the classroom's physical environment.
4. Maintain open communication with the other teachers.
5. Maintain proper discipline of the children and classroom happenings.
6. Work closely with the children as they work and play; helping the teacher carry out plans and assisting the children.
7. Maintain proper ratio 1:8 in pre-k room and 1:8 in preschool room.
8. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, sweeping, vacuuming, etc.
9. Always know the whereabouts of all the students.
10. Greet and interact with children as they participate in activities
11. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the lead teacher or administrator.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Signature of Employee

Date

| | Initials | Date |
|-----------------------------|----------|------|
| CEO/Executive Administrator | | |