

**West Valley Christian Academy
Preschool and Child Care-Cougar Club
Substitute Teacher**

Program Philosophy:

Preschool: WVCA Preschool is a safe, nurturing, and loving environment for children, with access to fully qualified early childhood educators that implement an emergent developmentally appropriate curriculum fostering a joy of childhood, within a biblical framework that believes all children:

- Are made in the image of God. Genesis 1:26
- Are fearfully and wonderfully made. Psalms 139:14
- Are sinners in need of a Savior. Romans 3:23
- Have lives marked with a purpose. Jeremiah 29:11
- Are valued by God. Matt. 19:14

Child Care-Cougar Club: WVCA School Age Care values the time of the students in our care by providing homework support that allows families to have quality time in the late evenings, provide stimulating and fun activities that foster community and a high Christian Character, as well as participate in WVCA after school activities/sports to be active participants in school pride connections.

Position Summary:

The Substitute Teacher serves as a support in teaching under the direction of the Lead Teacher, and direct supervision of the Director in a classroom and/or program option of WVCA Preschool and/or Child Care; a combination preschool and child care program serving 2 year olds through 8th grade. A successful candidate for the Substitute Teacher position will be expected to immediately implement knowledge, skills, and behaviors in accordance with level of education and years of experience at the time of hire.

Qualifications:

- Christian Educator according to John 3:16; with regular church attendance.
- Must be enrolled in a minimum of 3 units of early education consecutively until successfully completed the 12 core units which qualifies as a teacher per CCL regulations.
 - **OR** Valid Associate Teacher Child Development Permit or higher.
- Creative, energetic, with a passion for early learning.
- CPR/ First Aid Certified
- Meets the health and safety regulations set by CCL that include:
 - Proof of absence of tuberculosis (TB)
 - Ability to bend, lift, and carry objects up to 25 pounds and children up to 50 pounds.

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- Physical agility to bend, stoop, walk, reach overhead, push, pull, squat, kneel, crawl, twist and turn.
- Prior to employment, must have a current criminal record clearance with current child abuse index check on file with Community Care Licensing.

Preferred Knowledge and Skills:

- Valid Associate Teacher Child Development Permit or higher from the CA Center for Teacher Credentialing
- Experience with play-based models to learning.
- C-CSEFEL Teaching Pyramid Training Module 1-3B
- Experience with the DRDP and Portfolio Building

General Responsibilities:

- Works as a support to the Lead Teacher, and under the direct supervision of the Director to administer the daily operation of the classroom within the requirements of Community Care Licensing and WVCA Preschool and Child Care policies, procedures, and regulations.
- The Substitute Teacher is to take direction from the Lead Teacher to implement the daily functions in the classroom, taking the place of the absent teacher.
 - Compliance with Community Care Licensing, Title 22 Regulations.
 - Example: Receive/seek guidance from the Lead Teacher regarding active supervision within CCL ratios, and develop the ability to independently apply the information across environments and scenarios, i.e. early education department ratios, indoor and outdoor ratios.
 - Support the implementation of the curriculum framework and program philosophy.
 - Example: Receive/seek guidance from the Lead Teacher regarding approaches for guidance and discipline in the classroom, and develop the ability to integrate strategies in a variety of scenarios independently.
 - Implement program components and general operations outlined in the WVCA Parent Handbook and WVCA Employee Handbook.
 - Example: Receive/seek guidance from the Lead Teacher and resource documents to communicate with parents as required through weekly curriculum, monthly newsletters, etc.
- Take delegated classroom responsibility from the Lead Teacher to collaborate and assist in curriculum, parent correspondence, child health and safety, etc.
- Assist and accept responsibilities in other daily center duties that might be temporary in the event other personnel are not available.

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- Maintain a Biblical Worldview in the implementation of care and learning.
- General work habits to include:
 - Punctuality and strong attendance record.
 - Demonstrate teamwork and act as a model to team members.
 - Is collaborative with attention to the positive in being solution orientated.
 - Take direction with a positive attitude and communicates concerns in a timely fashion.
- Perform other duties as assigned by the Director to successfully meet job expectations.