

The logo for Small Faces Child Development Center features the text "Small Faces" in a large, bold, blue serif font, with "Child Development Center" in a smaller, blue sans-serif font below it. A horizontal line of colorful dots in various colors (red, orange, yellow, green, blue, purple) runs across the top of the page above the logo.

# Small Faces

Child Development Center

## **SUBSTITUTE TEACHER**

### ***Job Description***

Small Faces teachers are creative, dedicated, organized and enthusiastic individuals responsible for implementing a quality program. Teachers have excellent communication skills with children, staff and families. They show a willingness to work as a team member within the classroom as well as school wide.

Teachers show a desire to grow and learn as an education professional. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play as outlined in Small Faces Philosophy of Education.

### ***Immediate Supervisors:***

Program Supervisor & Lead Teacher

### ***Personal Qualifications:***

- Dependable, arriving on time
- Friendliness toward people
- Able to communicate effectively in a positive manner
- Enthusiastic about being in the classroom
- Self directed
- Positive attitude
- Commitment to sustaining a culturally diverse work environment

### ***Essential Functions:***

#### **Teaching Duties:**

- Supervising and interacting with young children from preschool through elementary ages.
- Implementing developmentally appropriate activities for preschool and elementary school children as set by the lead teacher.
- Learning and implementing Small Faces practices as set out in the employee handbook.

#### **Classroom Management:**

- Maintaining a safe and enriching environment for children.
- Using Enterprise Talk, Emotion Coaching and Positive Discipline techniques to scaffold positive social skill building in children.
- Keeping the classroom clean and sanitized.

**Parent/Family Interactions:**

- Completing all necessary paperwork in a neat and timely fashion.
- Greeting parents and families warmly.

**Center Duties:**

- Attending all staff workshops and trainings required.
- Attending all Center functions as required.
- In an emergency disaster, employee is required to stay at work until released by an administrative authority
- Other duties as deemed necessary by the administration