



Small Faces

Child Development Center

JOB DESCRIPTION: SUBSTITUTE TEACHER

Summary: Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

Immediate Supervisor:

Program Supervisor

Qualifications:

Education:

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT, or willingness to obtain within 30 days of hire.
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

Experience:

- At least one year experience with children, preferably of the same age as the assigned classroom

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/1st aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106).
- Dependable, arriving on time each day and not frequently absent without approval.
- Is available to work on call/as needed
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Proficiency in oral and written English language
- Ability to be aware of surroundings and see and hear the children, and be able to prevent or instantly respond to unsafe or harmful events.
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

Essential Functions:

In classroom:

- Maintaining a safe and enriching environment for children.
- Supervision of children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom.
- Follows DCYF and Small Faces' policies.
- Shares important information with classroom teachers and with parents
- Implements lesson plans written by lead/associate teacher(s).
- May document child and classroom activities in photos, writing, and other mediums, especially if working with the same classroom over a period of time.
- Using Enterprise Talk, Emotion Coaching, Conflict Resolution, and Positive Discipline techniques and other best practices to scaffold positive social skill building in children.
- Aids individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
- Keeping the classroom clean and sanitized.

Other duties:

- Completing all necessary paperwork in a neat and timely fashion including (but not limited to) laminated lists and touch reports.
- Greeting parents/families daily and communicating about the individual child's day.
- Wearing suitable and neat clothing for working with children.
- Attending all staff workshops, work days, and meetings as required.
- Attending all Small Faces Child Development Center family 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.