**Five Sandoval Indian Pueblos, Inc.**

**Position Classification and Description**

**POSITION TITLE:** Substitute Teacher

**CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Head Start Program

**SUPERVISOR:** Head Start Administrator/Director

**GRADE:** NE-3

**JOB SUMMARY:** Assists the classroom teacher with the implementation of age appropriate, multi-cultural and anti-biased curriculum that will meet the needs of an assigned group of children.

**DUTIES & RESPONSIBILITIES:** *\*\* This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. \_\_\_\_\_\_\_\_****INT***

1. Assist the classroom teacher in implementing the program for children in accordance with the policies and philosophy of the center.

2. Will participate in children's work/play and help guide children in learning self-help skills.

3. Assist classroom teacher with curriculum that respects the needs of individual children.

The materials provided will:

a. consider the children's interests, disabilities, special talents and individual style and space of learning.

b. consider the individual in relationship to their cultural and socioeconomic background.

c. help children to become aware of their roles as integral members of the group.

d. assure children are treated with dignity and respect.

4. Assume an equal share of the joint housekeeping responsibilities of the staff to ensure health and sanitation guidelines are met.

5. Complete all tasks on the daily opening/closing checklist as appropriate for scheduled shift.

6. Attend all required staff meetings.

**OTHER RESPONSIBILITIES:**

1. Must participate in a minimum of 45 hours of recommended training programs, conferences, courses and other aspects of professional growth.

2. Required to attend all monthly staff meetings.

3. Assist with public relations events sponsored by the Program/Center.

**JOB CONDITIONS:**

1. Must be in good general health and free from communicable illness or disease and serious physical and mental problems including, but not limited to abuse of children, and excessive use of alcohol or other drugs.

2. Know proper lifting techniques and be able to lift and carry up to 50 pounds when necessary. \_\_\_\_ ***INT***

3. Able to respond quickly to children’s needs and emergency situations.

4. Must be flexible in work schedules to help meet required teacher to child ratios in classrooms.

5. Required to work occasional overtime to meet teacher to child ratios in classrooms.

6. Capable of enduring variable outdoor temperatures and working conditions.

**EMPLOYMENT REQUIREMENTS:**

1. Provide TB screening clearance upon hire, and annually thereafter at employee’s expense.

2. Provide a basic physical within thirty (30) days of hire and as required thereafter at employee’s expense.

3. Must pass state and federal criminal records background check for convictions of violence or moral turpitude as defined by MOA Childcare Licensing Code at the employer’s expense.

4. Must have current adult/pediatric CPR and First Aide training upon hire and renewed as required at employee’s expense.

5. Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.

**REQUIRED QUALIFICATIONS:**

1. At least 18years of age.

2. High School Diploma or GED

3. Poses good oral and written language skills.

4. Ability to communicate in cross-cultural situations.

5. Personal computer and word processing skills.

**PREFERRED QUALIFICATIONS:**

1. AA in Early Childhood Education, or a related field.

2. Proficient in Microsoft Word for Windows and Excel.

**Special Comments:**

This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications.

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Head Start Director/Administrator Signature Date

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Human Resources Signature Date

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Executive Director Signature Date

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Policy Council Chair Signature Date