

JOB DESCRIPTION

Position Title: Pre-K Counts Teacher Substitute
Reports to: Child Care Director

Department: Pre-K Counts
Hourly Wage: \$18.00/hour

Position Summary: Oversee the daily operation of the Pre-K Counts program when the teacher is absent.

Essential Job Requirements:

Education Bachelor Degree in Early Childhood Education or Elementary Education with Early Childhood Certification.

Experience 2 years experience working with children and families; supervisory or management experience preferred.

Required Skills Excellent teaching skills with preschool students; Able to communicate through writing; Strong interpersonal skills; Organization; Strong computer skills including Microsoft Word, Outlook, scanning, printing, and online reporting a must. Team player; flexible; high degree of empathy and well presented.

Essential Job Functions:

1. Create and apply program plans for individual and group activities to stimulate growth in various constructs. Meet regularly with aide to discuss curriculum individualization and correlation with the Early Learning Standards.
2. Provide the following client services: child observations, assessments and design/apply individualized goals.
3. Teach and model "I Can Problem Solve" techniques to help students work through disputes.
4. Create and maintain a clean, safe and orderly physical environment.
5. Conduct classroom environmental assessments and make alterations accordingly.
6. Work with Pre-K Counts and Child Care staff to ensure compliance.
7. Assist with meal, snack and nap responsibilities.
8. Perform other duties as deemed appropriate by the Executive Director or Assistant Director.

PHYSICAL DEMANDS Lifting equipment waist to chest of 30 lbs. using proper technique
Lifting supplies floor to waist of 30 lbs. using proper technique
Pushing and Pulling File Drawers of 30 lbs. using proper technique
Must be able to stand 4 hours a day— based on a 7.5 hour day.
Must be able to sit for 7.5 hours per day – constant sitting
Mobility - must be able to move throughout general office setting and various private homes and public buildings
Must be able to control body through motion for bending/squatting to pick up supplies
Must be able to use hands for fine motor skills and computer use

Must have visual acuity to pass Snellen chart test
Must have hearing acuity to pass Whispered Voice Test
Must tolerate climate changes from 25 to 90 degrees while moving between buildings and supervising outdoor activities.

DRIVING ABILITY Must hold a valid driver’s license without restrictions and have a completed motor vehicle check.

Exempt/Non-Exempt
(Circle one)

Full-Time/Part-Time
(Circle one)

Regular/Temporary/Leased
(Circle one)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. This does not constitute an employment contract.

I have read the above job description and understand the expectations of the position.

Employee Signature	Printed Name	Date
--------------------	--------------	------

Supervisor’s Signature	Printed Name	Date
------------------------	--------------	------