

**OLD MILL CENTER FOR CHILDREN AND FAMILIES
JOB DESCRIPTION**

POSITION IDENTIFICATION: Substitute Teacher

POSITION SUMMARY: The Substitute Teacher is part of the Education Team and will assist the Teacher with instructional activities and non-teaching tasks. The Substitute Teacher will work under the supervision of the Teacher and/or Early Childhood Supervisor.

QUALIFICATIONS: The Substitute Teacher will possess a high school diploma and be able to demonstrate the following: ability to respond appropriately to each child's developmental levels, to support each child's self-respect and to establish clear limits for behavior; ability to form positive relationships with children and adults; an ability to accept supervision, follow instructions, work independently and work as part of a team.

RESPONSIBLE TO WHOM: The Substitute Teacher is responsible to the Early Childhood Supervisor.

RESPONSIBILITIES:

- I. Responsibilities for Children's Educational Program
 - A. Support children through "routine" times: eating lunch and clearing their places; brushing teeth, washing up and "bathrooming".
 - B. Supervise children during self selected activities and outside activities.

- II. Contributions to Center Operations
 - A. Assist in setting up for children's activities, snack and lunch.
 - B. Maintain room and equipment, including sanitizing toys.
 - C. Maintain the confidentiality of all client information.

- III. Other duties as assigned by Lead Teacher, Teacher and Education Coordinator