



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Substitute Teacher</b>
<b>REPORTS TO:</b>	<b>Lead Teacher</b>
<b>STATUS:</b>	<b>Part-Time, non-exempt, On Call</b>
<b>PAY RATE:</b>	<b>Commensurate to experience</b>
<b>SUPERVISED BY:</b>	<b>Early Childhood Education Director</b>

### **Position Summary:**

Families Forward Learning Center strengthens families in the Pasadena area by providing free services and programs to enhance parenting and personal development and encourage friendship and support among parents. The Early Childhood Education program is offered to families with infants through 5-year-olds. Our ECE program provides a safe, nurturing, and responsive environment for young children.

### **Responsibilities:**

The Substitute will provide break/absence coverage for staff members working in the infant/toddler and preschool classrooms (coverage will be for Lead Teachers and Assistants). This position assists the center in maintaining continuity of program services and activities that contribute to the development of each child's full potential. The Substitute will have a variety of responsibilities dependent on what is occurring in the classroom at the time of coverage – mealtime, classroom activity time, outdoor play and/or nap time. Shifts will vary over time to ensure coverage throughout the day.

### **Specific duties and responsibilities:**

1. Provides coverage in the classroom when the Lead Teachers or Assistants are on breaks, in meetings or absent.
2. Must be flexible, have good time management skills, and be able to fill in where needed.
3. Directs children in educational activities occurring in the classroom, as well as during snacks and meals, naptime, outdoor play, and transition between activities. Guides children in these activities.
4. Prepares and presents materials to children following classroom curriculum plan.
5. Sets up classroom activities & participates in clean-up work as needed.
6. Assist children in taking responsibility for the equipment and materials they use and in being considerate of others.
7. Sit at the level of the children using a quiet voice, moving to other areas where needed. Provide and maintain focus on children's activities.
8. Model appropriate behavior; using developmentally appropriate communication skills. Use positive guidance methods to support a positive social and emotional learning environment.

9. Perform other duties as assigned
10. Works cooperatively with other staff members and accepts supervision and helps promote a positive atmosphere.

**Qualifications:**

- Minimum of 12 core ECE units. Must have or meet the California Department of Education Child Development Assistant Teacher Permit level
- Preferred 1-2 years' experience working with children (infant through 5 years old)
- Dedicated to planning, implementing, and promoting a high-quality child development program
- Experience working with families from diverse backgrounds
- Value and respect feedback and suggestions from the teaching team
- Ability to fluently read, speak and write English
- Bilingual in Spanish/English preferred

**Physical Requirements:**

Be able to lift 30 lbs.

Be able to walk, squat/kneel, push/pull, twist, turn, bend, stoop, and sit on the floor

Be able to see, hear, speak with children

**Send your resume and cover letter to Program Director Andrea Huicochea at:**

**[Andrea@FamiliesForwardLC.org](mailto:Andrea@FamiliesForwardLC.org)**