

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Substitute Teacher	Grade: 5	
Reports To: CDC Coordinator	FLSA Status: Non-Exempt	
Supervises:	Date Written:	Date Revised: 1/3/17

POSITION SUMMARY

Plans, implements and evaluates developmentally appropriate and culturally sensitive activities, especially in the language of Chinese, in a team-teaching setting for three to five year old pre-school children in accordance with funding requirements of Child Care, Pre-School for All, and Head Start.

ESSENTIAL FUNCTIONS

1. Based on the Educational Plan, plans, implements and evaluates developmentally and culturally appropriate classroom activities, especially in the language of Chinese, which meet the intellectual, physical, social, emotional, language, nutrition, health and safety needs of pre-school children. This includes lesson plans, daily schedules, room arrangement, and use of materials/methods.
2. Performs tasks required by all the funding sources, including doing ESI-R screening, and doing on-going authentic observation and assessment of each child's developmental needs, especially their native language development, assisting Lead Teacher in maintaining individualized child educational files by collecting data, writing notes, for report completions.
3. Participates in planning and implementing IEP's for all children in a team-setting.
4. Participates in planning, presenting and following up on case conferences.
5. Develops a supportive relationship with parents by engaging daily communications with parents, conducting parent-teacher conferences twice a year, and participating in home visits when there is a need.
6. Supports the Family Specialist in working with families by doing translation from English into Chinese at parent meetings and when there is a need, writing monthly Newsletters in Chinese, and giving out notes to the parents.
7. Maintains a physical environment (room & materials) that is clean, safe, and conducive to children's learning. Recommends purchasing of equipment & materials.
8. Facilitates a team approach. Provides daily supervision & training to assigned staff. Encourages and supports their professional development. Participates in the evaluation process for assigned staff.

9. Performs tasks required by funding sources with regards to form and report completion.

OTHER FUNCTIONS

1. Increases professional knowledge through courses, staff meetings, in-service trainings, workshops & conferences. Also accepts and uses supervision as part of one's professional growth.
2. May assist in verbal/written Chinese/English translation of center activities, policies, etc.
3. Other duties as assigned.

MINIMUM REQUIREMENTS

Education/Experience:

- Advanced Certificate or Associate's Degree in Early Childhood Education or related field.
- Minimum of 1 year's teaching experience in a setting with pre-school/primary grades.

Skills/Knowledge:

- Proficient English speaking and writing skills
- Requires basic computer skills, e.g. word processing, Excel, internet, etc.

Physical Demands:

- Required to frequently sit, walk and stand for extended periods.
- Required to occasionally lift children or move objects weighing in excess of "25" pounds.
- Must have the visual, hearing and learning capabilities sufficient to perform the essential functions defined above

Environment and Scheduling

- Work is performed in classroom/outdoor settings involving the noise level of 20 children and exposure to sunlight, snow and rain.

EMPLOYER'S RIGHTS

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.