

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Substitute Teacher	Grade: 5	
Reports To: Child Development Center (CDC) Coordinator	FLSA Status: Non-Exempt	
Supervises: None	Date Written: 1/3/17	Date Revised: 2/27/2019

POSITION SUMMARY

The Substitute Teacher reports to the CDC/SAC Coordinator and plans, implements and evaluates developmentally appropriate and culturally sensitive activities, in a team-teaching setting for two to five year old pre-school children and school age children in accordance with Department of Children and Family Services (DCFS) Licensing requirement.

DUTIES AND RESPONSIBILITIES

- Plans, implements and evaluates developmentally and culturally appropriate classroom activities, which meet the intellectual, physical, social, emotional, language, nutrition, health and safety needs of pre-school and school age children. This includes lesson plans, daily schedules, room arrangement, and use of materials/methods.
- Participates in planning, presenting and following up on case conferences.
- Develops a supportive relationship with parents by engaging daily communications with parents.
- Maintains a physical environment (room & materials) that is clean, safe, and conducive to children's learning. Recommends purchasing of equipment & materials.
- Performs tasks required by funding sources with regards to form and report completion.
- Increases professional knowledge through courses, staff meetings, in-service trainings, workshops & conferences. Also accepts and uses supervision as part of one's professional growth.
- May assist in verbal/written Chinese/English translation of center activities, policies, etc.
- Changing diapers when needed.
- Enters clients' case notes into Salesforce, if needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Advanced Certificate or Associate's Degree with six credit hours of courses in early childhood.
- Minimum of one 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.
- Basic end-user level understanding and experience with Salesforce is a plus.

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.
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