

# Substitute Teacher



small steps nurturing center

**Department:** Program  
**FLSA Status:** Exempt  
**Job Type:** Regular  
**Job Status:** Full Time

**Reports To:** Campus Director

**Travel Required:** None  
**Positions Supervised:** None

## Work Schedule:

Monday – Thursday 7:45 am – 4:15 pm (includes 30 minute lunch and 15 minute break each day)  
Friday 7:45 am – 3:45 p.m. Occasional evening hours are required for special event support.

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## MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

## POSITION SUMMARY

Adheres to previously established classroom plans set by the Lead teacher and maintains the philosophy of SSNC throughout their teaching role.

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## ESSENTIAL FUNCTIONS

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

#### *Planning & Instruction:*

- Follow the sub plans set by the Lead Teacher or Director of Education and Leadership Development
- Prepare materials for classroom activities, projects, and parent events
- Assist Lead Teacher in the planning and implementation of weekly lesson plans
- Follow the lesson plans provided
- Assist with the recording/documentation of student assessments, portfolios, and anecdotal notes
- Adhere to the classroom schedule

#### *Student & Family Services:*

- Create a learning environment centered on respect and diversity
- Effectively manage classroom procedures and student behavior, implementing SET for Life
- Communicate consistently and clearly with parents, students, and staff
- Demonstrate knowledge of the students assigned and SSNC philosophy

#### *Training & Collaborative Partnerships:*

- Participate in and collaborate during teacher training and meetings
- Prepare and participate in team assessment meetings
- Seek out professional development opportunities that align with program goals and encourage professional growth

#### *Other*

- Follow guidelines listed in the Employee Handbook
- Adhere to all licensing requirements
- Undergo a background check before hiring
- Other duties assigned, including events outside of school hours, as needed

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Team Work – Ability to work in a team, demonstrating an understanding of cultural differences
- Dependability – Ability to take responsibility for own actions and complete assignments in an ethical and mature manner

- Energetic - Ability to work at a sustained pace and produce quality work
- Patience - Ability to act calmly under stress and strain and not be hasty or impetuous
- Empathetic - Ability to appreciate and be sensitive to the feelings of others
- Creative - Ability to think in such a way as to produce a new concept or idea
- Communication - Ability to communicate clearly, concisely and effectively with others
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others

**SKILLS & ABILITIES**

**Education:**

High School Diploma or GED and Child Development Associate Credential (or equivalent) (completed or in classes) OR Associate’s Degree (or higher) in Early Childhood Education or related field

**Computer Skills:**

Microsoft Office

**Certifications & Licenses:**

CPR Certification required

24 CPU hours

CDA Credential (preferred)

**PHYSICAL DEMANDS**

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand	F	<b>Lift/Carry</b>	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	O
Reach Outward	F	Over 50 lbs	N
Climb	N	<b>Push/Pull</b>	
Crawl	O	12 lbs or less	O
Reach Above Shoulder	F	13-25 lbs	O
Squat or Kneel	F	Over 26lbs	N
Grasp	F		
Speak	F		

**WORK ENVIRONMENT**

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.  
I can perform the essential functions of this job with or without accommodation.

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Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional

functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.