

Substitute Pre-K Teacher

The Child Center of NY

NY

Teacher

Posted on February 9, 2021

Job Description

The Substitute Teacher is responsible for helping and supporting the teacher and assistant teacher in the creation of a responsive, age appropriate experience that foster the physical, social, emotional and intellectual growth of the children.

Responsibilities

Essential Functions:

- Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices
- Assist in facilitating activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom
- Collaborate with other staff and classroom team members to maintain the function of classroom, focused on meeting the needs of children both collect and individual
- Assist in maintaining a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored;
- Assist in conducting daily health checklist and monthly environment checklist.
- Assist in assuring that files are complete, accurate, and confidentially is maintained.
- Perform other related duties as assigned.

- Supervisory Responsibilities:
- Assist in the management of the overall direction, and evaluation of the classroom in accordance with the federal, state, locals' requirements as well as agency policies and applicable laws.

Qualifications

- Associate's (AA or AS) degree in Early Childhood Education or related field or a High School Diploma or GED with an age appropriate Child Development Associates (CDA) Credential or in the process of obtaining their CDA.
- 1-2 years' experience
- Proficiency in Microsoft Office.

Additional Information

Bilingual in one or more of the following: Spanish, Mandarin, Cantonese, Bengali and others, may be required depending on client needs.

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