

**Ascension Lutheran Early Childhood Center
Substitute Teacher Job Description**

Mission Statement: Sharing the love of Christ while develop the whole child; physically, emotionally, socially, mentally, and spiritually.

Purpose of Position: To provide a safe & nurturing environment for preschool aged children.

Duties and Responsibilities:

- Assists lead teacher in Implement the school's chosen developmentally appropriate preschool program for children infant through age 5
 - Assists lead teacher in planning and implement activities which promote intellectual, emotional, social, and physical growth according to his/her needs, ability level, and maturity.
 - Follow the curriculum guidelines set out in the Class Notebook
 - Understand the weekly lesson plans and monthly newsletter submitted by the lead teacher
 - Ensure equipment and facility is clean, well maintained, and safe at all times.
 - Follow the policies and procedures of ALECC and the Community Care Licensing.
 - Be familiar with Parent Handbook, Staff Handbook, and Minimum Standards for Community Care Licensing.
 - Be familiar with emergency procedures
 - Prepare meals/snacks using safe food handling techniques
 - Communicate daily with lead teacher about plans, activities, and students
 - Attend professional meetings, educational conferences, staff meetings, and teacher training workshops to maintain compliance with Community Care Licensing and improve professional competence
- Supervise/Teach Children
 - Ensure children are always supervised
 - Provide various experiences and activities for children including songs, games, centers, stories, and other activities outlined in the curriculum.
 - Build children's self-esteem
 - Comfort Children as needed
 - Establish routines and provide positive guidance
 - Implement positive discipline when required
 - Clearly and effectively communicate in a manner that children understand
 - Observe children and make note of progress weekly
 - Integrate special needs children in a positive and respectful manner
- Communicate with parents and members of the community
 - Discuss children's development with parents
 - Discuss identified problems and needs with professionals as appropriate
 - Promote literacy and early education

Qualifications:

- Completion, with passing grades, of 12 postsecondary semester or equivalent quarter units in early childhood or child development education at an accredited or approved college or university.
- At least three of the units required shall be related to the care of infants or shall contain instruction specific to infants.
- At least six months of experience in a licensed infant care center or comparable group child care program for children under five years of age.
- A Child Development Permit issued by the California Commission on Teacher Credentialing as a Child Development Associate Teacher, Child Development Teacher, or Child Development Master Teacher.
- A personal faith in Jesus Christ that informs a sense of vocation

Requirements:

Must be able to lift 15 pounds at times

Adjusting to moving objects up to 50 pounds in all directions

Repeating motions that may include the hands, wrists and/or fingers

Standing, sitting, stooping, bending, and twisting

To apply:

Please email your resume to Jenni McCoy at jmccoy@alschool.org