CHILD CARE SUBSTITUTE TEACHER

General Description of the Job
Responsible for the operation of a classroom of children (ages 6 weeks-5)

Essential Functions

The following are essential to performing this job.
1. Implement developmentally appropriate curriculum/weekly lesson plans meeting the emotional, physical, intellectual, and social needs of the individual children in the group.
2. Implement activities related to the needs of individual children making sure each child has many opportunities to explore, create, and be successful on a daily basis.
3. Maintain a warm and safe environment that is kept clean, orderly, and permits the children to grow and explore.
4. Establish and maintain open lines of communication with parents, co-workers, and Director.
5. Inform the Director or Assistant Director of any supplies or materials needed for the classroom.
6. Ensure that each child and parent is treated with dignity and respect.
7. Ensure the health, safety, and welfare of each child in the classroom.
8. Maintain the daily schedule with a predictable routine.
9. Use appropriate and positive guidance techniques to help children develop internal control of their behaviors.
10. Maintain a clean, safe and attractive physical environment in and outside of the classroom.
11. Conduct self in professional manner at all times respecting the confidentiality of all children and their families (whether at work or on personal time) and reflecting a positive image of the Center to the Community.
12. Maintain compliance with all Maryland State Department of Education Office of Child Care Laws (COMAR 07.04.02).
13. This position reports directly to the Director of the Children’s Center.

Other Functions
Individuals in this job may be assigned one or more of the following tasks on a rotating or as needed basis.

1. Help direct the evacuation of the building in an emergency and be able to respond immediately to any emergency situation.
2. Comply with applicable Universal Precautions and Infection Control Guidelines and Procedures.
3. Observe, record, and report significant individual and/or group behavior(s) to the Director.

**Required Knowledge, Skills and Abilities**

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. The ability to work effectively with children ages six (6) weeks to five (5) years.
2. The ability to work effectively with parents/families of divergent backgrounds and with differing needs and expectations.
3. Writing and verbal ability, as needed to communicate professionally with parents, co-workers and outside constituencies; and to provide an appropriate learning model for children in the classroom.
4. Skills as a leader, including the ability to work effectively with co-workers to create a team teaching approach.
5. The ability to assure the safety of small children.
6. Physical requirements include the ability to stand for long periods and lift children and objects weighing up to fifty (50) pounds.

**Required Qualification Standards**

2. 18 years or older required.
3. Ability to communicate effectively in spoken and written English.

**Preferred Qualification Standards**

1. Bachelor’s degree in early childhood education, child development, or related field and a minimum of one year experience working with children (2-5) in a structured early childhood program – or, a combination of education and experience to equal five (5) years.
2. Associate of Arts degree in early childhood education, child development, or related field, 45 hours in infant/toddler care or 90 hours of infant/toddler specific course work and a minimum of one (1) year experience working with children 6 weeks to 5 in a structured early childhood program – or a combination of education and experience to equal three (3) years.
3. 9 clock hours of training in communicating with staff, parents and the public.
4. Thorough knowledge of child development, curriculum techniques, and positive guidance techniques.
5. Meet and maintain all Child Care Teacher and Infant and Toddler Qualification Guidelines as required by Office of Child Care (COMAR 07.04.02.25)
6. Ability to communicate effectively in spoken and written English.