



TITLE: Full-Time Substitute Teacher I & II
REPORTS TO: Center Supervisor STATUS: Non-Exempt

AGENCY MISSION: To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

1. Supports internally and externally, verbally and in action the missions of Riverbend Head Start & Family Services.
2. Demonstrates commitment to the total Agency and its strategic direction through collaboration with other programs and department to further organizational goals.
3. Demonstrates an understanding of child development and models positive dispositions toward learning including but not limited to fairness, cooperation and creativity in the teaching process.
4. Implements a variety of effective teaching practices.
5. Introduces relevant subject matter in an integrated curriculum.
6. Uses a variety of materials for active learning.
7. Models positive dispositions toward learning.
8. Promotes learning based on children's needs, strengths and interests and adjusts activities and expectations according to the individual pace and development of each child.
9. Supports a classroom environment that creates an atmosphere of community.
10. Demonstrates the necessary communication and interpersonal skills to work effectively with teams.
11. Effective and efficient use of learning time each day children are in attendance.
12. Maintains a developmentally appropriate physical environment in the classroom and the Center.
13. Models and encourages positive socialization skills, interactions and relationships between the children.
14. Displays use of positive guidance methods with the children.
15. Commitment to the safety of all children in the program.
16. Assumes responsible for all classroom activities and experiences of enrolled families.
17. Establishes trust and communicates respect and caring in relationships with children, parents, colleagues and the community.
18. Fosters children's appreciation and respect for self and others.
19. Guides and instructs other substitutes, volunteers and visitors by communicating program expectations, philosophy, routines, etc.
20. Maintains and supports a commitment to professional development and continued education.
21. Supports the integration of Head Start components into daily activities scheduled each month.
30. Participates in multidisciplinary conferences as requested.
31. Completes and submits required paperwork and assigned tasks accurately and on-time.
32. Maintains confidentiality in all aspects of the Head Start program.
33. Supports and abides by all Head Start Program Performance Standards and Illinois Department of Children and Family Services Child Care Licensing Standards.
34. Assists with recruitment process.
35. Collaborates with the program's social service staff to meet the children's and family's needs.
36. Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Substitute Teacher I: An Associate's Degree in Early Childhood Education with previous applicable experience is preferred. Must be 21 years of age. Will need to be able to provide their own transportation to and from work and throughout the day.

Substitute Teacher II: Bachelor's degree in Early Childhood Education is required and previous applicable experience is preferred. Must be 21 years of age. Must be able to provide their own transportation to and from work and throughout the work day.

Substitute Teachers are required to obtain a certification from INCCRRA based on their education.

In order to substitute in an extended day ISBE (Illinois State Board of Education) classroom, Substitute Teachers must meet ISBE requirements by either currently possessing or obtaining and maintaining a paraprofessional or substitute teaching credential.

WORKING CONDITIONS:

Work is performed in a classroom setting with moderate safety issues. Some travel to outside meetings, trainings, conferences, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Employee's Signature

Supervisor's Signature

Date

Date

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