Southwestern Community Services

People helping people in Cheshire and Sullivan Counties since 1965

SCS Head Start Part Time Teacher Job Description

Positon Title: Part-Time Substitute Teacher

Reports to: Education and Disabilities Services Manager

Classification: Non-exempt

Job Summary:

The Part-Time Substitute Teacher is responsible for working collaboratively with the Teacher or Teacher Assistant in creating a supportive and enriching learning environment for preschool children and f or implementing the Creative Curriculum. Under the supervision of the Teacher or Teacher Assistant the Substitute Teacher will model the appropriate interventions and interactions with children, share the responsibilities of completing the required paperwork, work collaboratively with all other SCS staff and participate in all required meetings and trainings. If the substitute teacher is in a classroom for more than one week, they will help the Teacher or Teacher Assistant in the collection assessment data for children.

Essential Functions:

- Adhere to the Active Supervision Policy
- Maintain Confidentiality at all times
- Abide by NAEYC Code of Ethics
- Implements the Pyramid Model Framework
- Maintain the Classroom to all standards i.e.: NH State Child Care Licensing, Head Start Performance Standards, SCS Head Start Policy and Procedures and NAEYC Accreditation Standards
- Under the supervision of the Teacher provide ESI screening
- Participate in professional development
- Know how to document assessment samples
- Support collaborative parent teacher relationships
- Work collaboratively with all center staff and management team
- Keeps the classroom clean at all times
- Create Professional Development Plan
- Participate in weekly Staff Meetings
- Perform other essential duties and responsibilities as assigned

Competencies:

- **Teamwork and Collaboration:** Ability to work effectively with others, using open and honest communication to achieve our mission and vision for children and families
- **Trustworthy:** Proven, reliable, honest individual full of integrity who can be counted on to do what they say they will do.
- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances. Examples of this would be when policy is changed, when staffing does not meet ratio requirements, and the needs of children and families need something different than they are currently being provided.
- **Compassion:** Ability to show empathy and understanding for other people from all walks of life. Understand and Respect each staff members and family's values and norms.
- **Creativity and Innovation:** The ability to introduce and embrace new or novel concepts or ways of doing things. Take an idea or an instruction and positively implement it into your work.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do. Is present at work on a regular basis.
- **Judgment**: Ability to weigh alternative actions and make appropriate decisions that incorporate opinions, facts, tangible and/or intangible factors.
- **Managing Multiple Priorities**: The ability to rank and accomplish projects and tasks that have similar or identical due dates.