



Job Title: Substitute Lead Teacher

Purpose: In the absence of the regularly scheduled Lead Teacher, the Substitute is responsible for creating an environment that fosters development of critical skills in a group of pre-kindergarten-aged students. Is in charge of the supervision, safety and education of the children entrusted to their care. Employs art, reading, puzzles, role-playing and music to help the children learn.

Responsibilities/Job Tasks:

1. Must be flexible with scheduling and willing to fill in when needed.
2. To show interest and be comfortable working with all age groups.
3. Understand and implement both center's philosophy and developmentally appropriate practices in environment set-up, lesson planning and child interactions.
4. Communicate frequently with families, children and other staff both verbally and in writing. Cooperate with Director/Administrator in carrying out the philosophy and goals of the center.
5. Use good judgment in both multiple task and high stress situations.
6. Get down to children's level to hug, hold and meet other physical needs of children.
7. Maintain confidential children's files and medical logbook.
8. Attend staff meetings and maintain continuing education.
9. Understand and implement Wisconsin Licensing Regulations, the Young Star System and NAEYC Accreditation Criteria.
10. Perform housekeeping duties to maintain a safe and healthy environment for children.
11. Effectively handle emergency situations, such as evacuations.
12. Serve as a good role model for children.
13. Observe and assess development of children.
14. Provide a balance of activities with smooth transitions between them.

Qualifications:

- **Education:** Must meet one of the following:
 - High School diploma or its equivalent, Introduction to the Child Care Profession (EC1) and Skills and Strategies for the Child Care Teacher (EC2).
 - CDA, 2 or 4-year degree in Early Childhood Education or related field.
- **Experience:** Minimum of 80 full days or 120 half days as an assistant teacher.

- **Behavior:** Be reliable and responsible for scheduled hours without presence of drugs or alcohol and maintain a positive attitude toward children, staff, families and visitors.
- **Flair:** Show professional attitude with a desire to grow in the field of early childhood education.
- **Age:** At least 18 years of age.

Registry Certificate indicating qualifications OR a teaching license issued by DPI is required.

Some knowledge of computer skills is helpful.

Some lifting of children and play equipment (up to 40 pounds) is required. Must be able to get down to children's level regularly, sit on the floor, take children outdoors for play and walks, go on occasional field trips outside the center and perform evacuation drills and use cleaning chemicals.

Background Check/TB Test: Must be able to pass a criminal background check and a physical examination with negative TB results.

Dress Requirements: Employee must follow the center's dress code as listed in the center's policy including all revisions.

Negligence Area: If convicted of certain crimes, employees may be barred from continued employment until the bar is lifted through a DCF rehabilitation review. A list of such crimes is available upon request.

Compensation and Benefits Package is based on education and experience.