



Example of Substitute Job Description

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Our company is growing rapidly and is hiring for a substitute. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for substitute

- Inspire children's learning through an advanced curriculum
- Learn teaching practices that meets the highest industry standard
- Support CHA in a time when your teaching expertise are needed
- Willingness to drive a 14 passenger van
- Support our school in a time when your teaching expertise are needed
- Assisting the School-Age Coordinator and the Education Director in administrative management, and program matters related to the running of the school age program including facilitating committees such as the policy and procedures committee creating and revising admission procedures
- Working with school age staff and other program specialists
- Acting as liaison between the Center and the primary caregivers of participants the community establish ongoing communication systems to promote the mission goals and activities of the Center inform caregivers of their critical role in their child's education and life enlist the support and involvement of caregivers as well community residents and leaders in the strengthening of the school age program and the recruiting of staff and new participants
- Meeting regularly with school-age coordinator the education director and school age staff in an effort to plan coordinate conduct assess and build upon year round interesting and educational program curricula
- Establishing and participating an in-house staff development training program using modeling and a train-the-trainer approach

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- Experience working with infants, toddlers, preschool, and prek required
 - Substitute schedules are based on center needs, hours will vary
 - Must be 18 years old and hold a High School Diploma/GED required
 - 90 hour certification preferred
 - Prior experience working with young children required
 - RECE is preferred