#### General Position Description

The Substitute Teacher provides backup teaching services for a variety of child care centers throughout Lucas County. Children in the centers have ages ranging from 6 weeks to 12 years. The Substitute Teacher creates and maintains a respectful classroom culture that fosters safe and productive learning. The Substitute Teacher monitors, observes, and reports behaviors. The Substitute Teacher follows all child care center policies and procedures while keeping in mind ODJFS rules and regulations as well as SUTQ requirements and standards. The system in which a substitute maintains their employment is fully automated, and you will be notified via email, phone, or text message (your preference) when an assignment opens up. A successful candidate will undergo a background check, provide a physical, and specific training.

## Key Responsibilities

* Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
* Implement individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
* Ensure all center policies and state regulations are met and maintained in the classroom.
* Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
* Maintain a well-managed classroom and positive environment.
* Maintain personal professional development plan to ensure continuous quality improvement.

## Additional Knowledge, Skills and Experience Preferred

* Minimum of 2 years of professional child care experience.
* Strong oral and written communication skills and basic computer skills.
* High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
* A strong understanding of child development.
* Excellent organizational, and interpersonal skills.
* Flexibility.
* A thorough understanding of ODJFS Licensing Rules and Regulations.
* A basic understanding of Step Up to Quality requirements.
* Infant/child CPR and First Aid certification.
* Communicable Diseases course taken.
* Child Abuse and Neglect course taken.
* Must clear full background check and must pass health screening.

## Educational Requirements – At Least One of the Following Required

* Minimum of an Associate Degree in early childhood education or related field of study with a minimum of 30 Credits in ECE.
* CDA credential awarded
* Minimum of 20 Ohio Approved training hours in ECE.
* Minimum of an Ohio Career Pathway Level 3.



