

## Substitute Teacher

### Job Description

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Department:	Preschool Education
Reports To:	Education Supervisor
Salary Range:	Non Exempt - \$15.05 p/h to start - DOE

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### Essential Attributes

- Responsible for collaborating with the teaching team to provide a high quality, multi-cultural, inclusive educational experience to prepare all children and families for life and school.
  - Is adaptive to changing requirements within the field of early childhood education; is a problem-solver who modifies the classroom to meet the needs of each child; and is flexible to adjust to Denise Louie's fast-paced environment.
  - Opportunity to demonstrate motivation by seeking out new opportunities to improve and enhance the program in alignment with DLEC's philosophy of education. Takes the initiative to identify and address opportunities for professional development.
  - Opportunity to display excellent communication skills by articulating ideas and opinions in a clear, concise and persuasive manner to families, children, and staff. Is positive, open to receive and provide constructive feedback, and provides accurate information to families regarding their child's development.
  - Opportunity to demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges.
  - Opportunity to display respect by communicating with children, staff, families, and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives, support children on their individual growth plans, and manage behavior with positive guidance techniques.
  - Opportunity to display passion for the community served, the mission and values of Denise Louie. Will work with heart and dedication to support children in reaching their highest potential.
  - Demonstrated ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.
  - Proactively seek opportunities to learn, develop new skill-sets, and stay current within the changing landscape of early childhood education. Encourage a love of learning in students by providing a hands-on learning environment that mirrors best practice.
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## Skills, Competencies and Experiences

- High School Diploma
  - Able to communicate in English verbally and in writing; bilingual a plus
  - Previous work or volunteer experience working with 3-5 year old children
  - Able to lift and potentially carry a child weighing up to 50 pounds
  - Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time
  - Able to stand, walk and sit on child sized chairs throughout the day
  - Access to reliable source of transportation to multiple DLEC sites
  - Food Handlers Permit, CPR/First Aid Card preferred
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## Accountabilities

### **Classroom Management**

1. Interact with children in a manner that allows them to learn through curiosity, experimentation, and play. Look for opportunities during interactions to extend learning and act on them.
2. Supervise and monitor children at all times; set up and monitor children's learning environment and activities in the classroom, during off-site events, and on the playground to ensure their safety, and to ensure a positive learning environment.
3. Be aware of emergency contact and health information for children.
4. Adhere to all OSPI requirements and Head Start Performance Standards relating to food service such as, hand washing, serving food family style, and documenting meal counts at the time of the meal, encouraging children to try a variety of foods by modeling family style meals, and using meal time as an opportunity for conversation and learning.
5. Assist in facilitating smooth transitions, daily lesson plans and curriculum.

### **Teaming**

1. Participate in team meetings and required trainings as needed.
2. Work with education supervisor and teaching staff to implement staff schedules and breaks in a manner that supports children's safety and learning environment.
3. Work together with teaching staff and volunteers in order to implement a high quality program.
4. Be responsive to guidance and direction offered by teaching and supervisory staff.

### **Parent Involvement**

1. Encourage parent involvement and pass on their input to the regular teaching team.
2. Make sure parents/guardians are made aware of the school day for their child and that parent/guardians are aware of and have written documentation of any accident that might happen to their child.

### **Documentation of Educational Services**

1. Assist with completion of reporting documentation (such as attendance and meal count forms, accident reports, and other record-keeping as needed)

### **Child Care (Evening Programs)**

1. Implement and monitor child activities. Ensure parent sign children in and out of child care setting.
2. Work with other childcare workers, volunteers, parents and staff to listen and meet the needs of the children while in care.
3. Ensure a safe and developmentally appropriate setting.
4. Respond to emergency situations.

### **May also be Required:**

1. Substitute for kitchen staff.
2. Assist with general maintenance, organization, and security of the facility.
3. Provide support to meetings/parent trainings upon request.
4. Other duties as assigned.