

Unity School, Inc.
Job Description

Title: Substitute Teacher

Relationships:

Supervises: N/A

Supervised by: Teacher and Program Director

Job Summary: The Substitute Teacher works as a part of the classroom team to take the place of absent staff to provide a developmental program based on the Unity School developmental curriculum, which includes High Scope, and the Mission Statement.

Unity School Mission Statement:

It is our dream that the children who pass through Unity School will, through play and discovery, be encouraged to live a healthful life, always opt for a peaceful way to solve their problems, and weave who they are and what they have learned here into positive solutions for our community and our planet. Responsibilities and Duties:

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- * Assist classroom staff to implement a developmental curriculum that incorporates all integral components of the Unity School program.
- * Assist Teacher during circle times.
- * Supervise meals and snacks to facilitate a relaxed, social mealtime.
- * Work to meet needs of individual children, and create a warm, caring environment in which children feel comfortable.
- * Observe and report significant individual and group behaviors to the Teacher as needed.
- * Keep classroom, materials and supplies neat, clean and orderly.
- * Ensure the safety of children through constant supervision.
- * Assist children to develop independence and problem solving skills through conflict resolution and other appropriate child management techniques.
- * Participate in the evaluation process as defined by the Unity School Personnel Policies.
- * Complete at least 15 clock hours or early childhood education-related training each year to meet state licensing requirements.
- * Support the philosophy of Unity School and work as part of the team to further its goals and maintain a high standard of quality throughout the program.

Qualifications:

Education and Experience:

* 6 semester hours of course work in Early Childhood Education or equivalent program and a minimum of six month successful full time work experience in a group program for preschoolers.

Knowledge, Skills and Abilities:

* The Substitute Teacher shall also demonstrate warmth, respect, and a caring attitude in working with children.