

**CITY OF EMERYVILLE**

**Created: July 2003**

**Revised:**

**FLSA Status: Non-Exempt**

**Class Code: 1680**

**TITLE: TEACHER – SUBSTITUTE**

**DEFINITION:**

Under the supervision of a Teacher, the Teacher -Sub assists in a variety of classroom activities working with Infants, Toddlers and Pre-School children.

**Duties and Responsibilities:** The duties listed below are illustrative only and are not meant to be a full listing of the scope of responsibilities assigned to incumbents in this classification.

- Assist teachers in classroom activities and supervision of children in order to coordinate a quality program.
- Assist in the planning of daily activities designed to develop language and reading readiness through songs, stories, puppetry, art, dramatic play, and field trips.
- Assists in planning programs to promote pride in varied cultures, to develop positive self—image.
- Monitors children involved in structured and free play activities.
- Interact with the assigned children groups on activities, which promotes growth and development in number concepts, recognition of colors, and shapes.
- Supervises and helps with breakfast, mid-morning snack, lunch, and afternoon snack distribution and clean up.
- Facilitates the naptime preparation.
- Makes referral to teachers regarding children with special problems, health needs and behavior problems.
- Assists in maintaining a clean, healthy, and safe environment, both indoors and outdoors.
- Encourages and maintains a good relationship with parents.
- Performs other duties as assigned.

**QUALIFICATIONS:** Must be physically capable of monitoring and participating in children's games and walks; demonstrate patience in the care of children in distress and/or who are being uncooperative; general knowledge of the principles and practices of child development for center based child care; able to deal with a variety of age groups from infancy to pre-school age and adults; ability to understand and follow oral and written instructions; ability to communicate effectively, both orally and in writing; reading skills.

**EDUCATION/EXPERIENCE:** **Teacher I** - Twelve (12) Early Childhood Education units and one year of relevant child development experience.  
Within one year of employment, must successfully complete a minimum of 12 units in Early Childhood Education from a recognized program. Experience working in a child development program for infants, toddlers and pre-school children

**Special Requirements:**

Must have pleasant disposition; able to prepare Lesson Plans and Individual Educational Plans (I.E.P.)