

***Learning Lamb Early Development Center  
Substitute Job Description***

***Job Title:*** Substitute Lead Teacher – Child Care

***Program:*** Early Childhood Education (ECE & SAC)

***Reports to:*** Child Care Center Director

***FLSA Status:*** Non-exempt

***Pay Rate:*** \$11.00 per hour

**SUMMARY:**

The Early Education Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers, preschool and/or school age children; develops partnerships with birth parent's/child's caregivers to engage and encourage parent participation in the program. The Lead Teacher is also responsible for assuring compliance with codes of all State and local governing contracting agencies, and works collaboratively with all other team members of Learning Lamb Early Development Center.

**DUTIES AND RESPONSIBILITIES:**

1. Follows or develops weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all areas of children's development in their care.
2. Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
3. Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
4. On an on-going basis, plan, evaluate and improve physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
5. Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
6. Prepare developmental progress reports as needed.
7. Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the child care program and lesson plans.
8. Exchange information and serve as a member of a multi-disciplinary intervention and prevention team.
9. Completes child transition and orientation of the classroom with parents.
10. Maintain ongoing, open communication with parents/caregivers.
11. Provide a classroom environment that encourages parent participation.
12. Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teacher assistants and after school care assistants.
13. Plan periodic parent conference to discuss children's developmental progress, needs and interests.
14. Liaison with children's families to ensure smooth transition from home to child care setting and transitions from classroom to classroom when needed.

15. Assist families with children's transitions toddler (2 ½ - 3) to preschool (4 – 5) and from preschool to kindergarten.
16. Maintain accurate, complete and timely client and child care center records.  
Completes daily attendance records.
17. Maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
18. Completed and reports any symptoms of child abuse to Center Director and/or child abuse hotline.
19. Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
20. Completes ITERS/ECERS with Teachers Assistant and prepare developmental progress reports as needed.
21. Assures healthy, safe, clean and developmentally appropriate environment for children.
22. Assist with functioning and monitoring of proper nutrition is upheld for all individual students. Ensure lunches are well balanced and proper nutrition is being maintained.
23. Assist with supervision of volunteers for child care setting.
24. Ensures that the Teachers Assistants and After School Care Floater Assistants are kept updated in all matters concerning the classroom and program, i.e. lesson plans, policies and procedures, child's status, etc.
25. Provides functional training and guidance to assistants, interns, substitutes and volunteers assigned to the classroom as needed and required.
26. Reports all staffing and classroom/after school care program concerns to supervisor in a timely manner.
27. Reports family changes in schedules and excessive absences to center Director in a timely manner.
28. Participate in on-going in-service and educational development opportunities provided by the Child Care Center.
29. Participate in on-going development and evaluation of the center's outcomes and objectives.
30. In accordance with our "team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
31. Staff must believe in and act in accordance with both the Child Care Center and the programs mission statement.
32. Social Media presence must in no way be disparaging of LLEDC.

#### **MINIMUM JOB REQUIREMENTS:**

- At a minimum an AA/AAS Degree in Early Childhood, Child Development, or a AA/AAS Degree in any major with 12 credits in EC/DC.
- BA Degree in Child Development or Early Childhood Education including core courses in Child/Human Growth and Development or a Teaching Degree with some course work in Child, Family and or Community Development is preferred.
- 2 years teaching experience preferred
- CPR Certification required within 2 months of date of hire.
- Must pass a pre-employment criminal background check.

- TB Test must be completed and be read with results prior to employment.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Early Childhood Development knowledge and experience.
- Knowledge in Desired Results, Developmental Appropriate Practices.
- Knowledge of State Subsidized Program Requirements for Center Programs.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude.
- Ability to provide basic nutrition and hygiene services for toddlers/young children and school age children.
- Ability to use the computer.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to carry up to 25 pounds and in case of emergency a 40-pound child.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our center. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have challenges. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling.
- Ability to provide a supportive and caring environment for children.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hands and fingers, handle or feel objects, tools/equipment, or controls and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend squat or crawl.
- Ability to carry up to 25 pounds and in case of emergency a 40-pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to smell, and distinguish odors that may be harmful to address concerns accordingly.
- May occasionally be required to drive a motor vehicle, or commercial bus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**FOR CONSIDERATION:**

Send cover letter and resume to [admin@learninglamb.org](mailto:admin@learninglamb.org)

Learning Lamb Early Development Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Because of the co-location of Learning Lamb Early Development Center (LLEDC) with Adventist Christian Academy (ACA), Employees of LLEDC must ensure that their public and social media presence reflects positively on both LLEDC and ACA. Learning Lamb Early Development Center does require that employees must live a visible lifestyle that is compatible with Christian principles and employment guidelines of the Seventh-day Adventist church. The Learning Lamb Early Development Center board will be the sole arbiter of employment questions related to the application of those principles and guidelines. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

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Employee Name Print

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Employee Signature

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Date

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Director Signature & Date