



Goodman Community Center

Substitute Preschool Teacher

September 2017

Part-time Hourly/Non-Exempt

Job Reports to Early Childhood Education Coordinator

Position purpose

The early childhood education program at Goodman Community Center is a place for young children 3-5 years of age to learn and grow in a safe and encouraging setting. Staff work as a team to guide the development of the children as they learn in an environment of discovery and play. The Substitute Teachers are expected to help 4K and classroom teachers in day to day organizing, supervising, and implementing preschool programming that supports the goals of GCC's childcare programs.

Responsibilities/Duties/Functions/Tasks

Administrative Duties

- Follow policies and procedures of Goodman Community Center's Childcare Program.
- Be knowledgeable of and adhere to state licensing regulations and City of Madison accreditation standards.
- Execute lesson plans and ensure all materials needed are accounted for.
- Respect confidentiality of GCC families and staff.
- Respond timely to requests from teachers needing substitute coverage. Communicate any changes to availability to Childcare Coordinator.

Environment

- Ensure a safe and welcoming environment and complete daily tasks assigned.
- Assist with schedule implementation, supervision, and classroom management while supporting developmentally appropriate practices as well as program goals.
- Provide a supportive environment in which children are encouraged to participate both as individuals as well as members of a classroom community.

Program for Children

- Ensure all children in program are tracked according to GCC expectations.
- Participate in activities that allow children to learn through play encouraging curiosity, exploration, and problem solving in a mixed aged classroom setting.

- Support children in their social-emotional development using multiple approaches including Conscious Discipline and positive guidance techniques.
- Assist with classroom transitions, while being flexible to unexpected changes in the program day.
- Float to rooms, as needed, to ensure teacher to child ratios are maintained.
- Communicate child concerns and family needs to the preschool team.

Required Qualifications:

- 18 years of age or older.
- Graduation from high school.
- Experience working in a preschool setting.
- Qualified to be an Assistant Childcare Teacher (a minimum of 1 broad based entry level course).

Preferences:

- Familiarity with State of WI Child Care Licensing Rules and Regulations and City of Madison Accreditation Guidelines.
- Familiarity with Creative Curriculum and/or Conscious Discipline
- Experience working with staff and families from diverse backgrounds and experiences.

Employee acknowledgement/date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.