



<b>JOB DESCRIPTION</b>
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<b>Job Title:</b>	Classroom Substitute	<b>Employment Classification:</b>	Non-exempt
<b>Report To:</b>	Education Support Specialist	<b>Updated Last</b>	October 2014

**JOB SUMMARY:** The Classroom Substitute assists in providing high quality and comprehensive child development instruction to children and parents, and aids in classroom leadership on an as-needed basis.

**ESSENTIAL JOB FUNCTIONS:**

- Perform the duties of the Classroom Aide in the absence of a teaching team member.
- Assist in the maintenance of safe and healthy conditions in the classroom.
- Assist in the implementation of classroom and individualized plans and assume independent responsibility for certain activities.
- Take direction in setting behavioral limits and helping clearly define them to children and adults.
- Help children stay within their limits in a way that enhances their feelings about themselves and develops internal controls.
- Provide appropriate direction/assistance to classroom volunteers.
- Attend and participate in meetings and trainings at the request of the Education Support Specialist, Education Coordinator, Special Services Coordinator and/or Early Childhood Director.
- Carry out an anti-bias curriculum in daily routines.
- Any and all duties associated with the care and instruction of pre-school children.
- Welcome and encourage parents to the classroom at all times.
- Contribute to the anecdotal records for each child in the classroom.
- All other duties and responsibilities as requested by the Special Services Coordinator, Education Support Specialist, and/or Early Childhood Director.

**SUPERVISORY RESPONSIBILITIES:**

The Classroom Substitute does not have any supervisory responsibilities.

**QUALIFICATION STANDARDS:**

The Classroom Substitute must meet the following minimum qualifications:

- Must have a high school diploma or GED.
- Ability to recognize and understand the causes and effects of poverty.
- Possess an ability to relate to parents within the classroom.
- Be an individual capable of following directions and of relating comfortably and cooperatively with other staff members, including volunteers.

- Must have reliable transportation and a clean and valid NYS Driver's License.

#### **EQUIPMENT, MACHINES AND SOFTWARE USED:**

Ability to operate a computer, printer, telephone, photocopier, fax machine, and calculator.

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Close mental and visual attention required for directly supervising and managing children in program activities.
- While performing the duties of this position, the employee is regularly required to sit for extended periods of time, stand, walk, talk, hear, reach, use hands to finger, grasp, handle, or feel, and perform repetitive motions of hands and/or wrists.

#### **ENVIRONMENTAL CONDITIONS:**

Work is performed in a school setting where the worker is exposed to both inside and outside environmental conditions and noise. Duties may include handling garbage or soiled linen, body fluids, strongly unpleasant odors, etc.

#### **EMPLOYER'S DISCLAIMER:**

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.**
- **This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.**