



JOB DESCRIPTION

Title: Substitute
Supervisor: Classroom Teacher/Education Coordinator/Education Director
Qualifications: High School Diploma/GED and preferably two years' experience working with preschool children.

Responsibilities:

- I. Operations/Classroom:
 - A. Assist in maintaining a developmentally appropriate and stimulating atmosphere within the classroom, utilizing up-to-date curriculum and curriculum aids as instructed by teacher.
 - B. Assist in establishing and maintaining a safe and healthy environment for the students as instructed by the teacher.
 - C. Check the substitute lesson plan and carry out the teacher's instructions.
 - D. Communicate with physical therapist to receive updates/instructions on student positioning and exercises.
 - E. Supervise students when teacher or additional teaching assistant is not present.
 - F. Communicate to teacher and/or Education Director any concern which pertains to students, staff, policies, etc.
 - G. Assist with special programs as necessary.
 - H. Serve snack/lunch to students according to DSS Child and Adult Care Food Program guidelines.
 - I. Assist with lunch, snack, and attendance records according to CACFP guidelines as requested by classroom teacher.
- II. Policies and Standards:
 - A. Carry out policies and programs that pertain to the classroom as adopted by the Board of Directors.
 - B. Promote the Meyer Center mission whenever possible in the community within the confines of the personnel policy.
- III. Regulatory Agencies:
 - A. Comply with all licensing standards and regulations set by DSS Day Care Licensing, DSS Child and Adult Care Food Program, ABC Voucher, DHEC, Medicaid Transportation Program, UTMA, and the Board of Directors.

- B. Such other duties as requested by the Education Coordinator or the supervising classroom teacher.

APPLICATION PROCESS

- Upon reviewing the substitute job description above, submit an appropriate resume to employment@meyercenter.org.
- Each approved applicant will undergo the following expedited interview process:
 - Initial 20-minute interview with Senior Director of Education, Heather Boyd.
 - If offered a position, additional time will be given to complete new hire paperwork onsite and to schedule required fingerprint appointment.
 - New hires will also be given a checklist to complete within two weeks of hire date. Additional information and recommended locations for each item will be provided. This checklist includes:
 - Completing Fingerprints
 - Drug Test
 - TB Test
 - Physical
 - Health and Safety Training
- Mandatory substitute training for all new hires will be held on November 2nd from 9:00 until 12:00.
- Mandatory CPR training for all new hires will be held on either October 28th from 8:30 until 3:00 or December 2nd from 8:30-3:00. Bringing a packed lunch or snack is recommended.