

COMMUNITY UNITED HEAD START & DAY CARE, INC.

EMPLOYMENT OPPORTUNITY BULLETIN

JOB TITLE:
Substitute
Teacher
RESPONSIBLE
TO: Site

Administrator/Teacher

GENERAL RESPONSIBILITIES:

Responsible for assisting in preparing and carrying out daily activities and curriculum relating to child development. Must be willing to take supervision and be flexible in meeting the demands of the program. May also be utilized in assisting in other areas within the center.

SPECIFIC DUTIES:

1. Assist with daily attendance and lesson planning.
2. Assist in setting up and maintaining a safe and healthy environment that is warm, friendly and motivates children to explore, learn and master task.
3. Monitor/Supervise the children during toileting procedures.
4. Assist with classroom nutrition activities as well as dining family style during mealtime.
5. Assist with supervision/promoting children's physical development during indoor/outdoor gross motor play.
6. Assist in providing/practicing daily hygiene routine with the children.
7. May be involved in parent meetings.
8. Encouraged to attend In-Service Training Workshop and Lectures for further professional growth.
9. May be called upon to assist in other service areas within center's operations.
10. Will perform all other related duties as assigned.

QUALIFICATIONS:

This person must have a High School Diploma or G.E.D. This person must be sensitive to children and their families. Must be (18) years of age or older and exhibit an interest in furthering one's educational status.

SCHEDULE: As needed SALARY: \$7.94
per hour DEADLINE: Until position filled

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**Interested parties apply at: Community United Head Start & Day Care, Inc. 4600
Carnegie Avenue Cleveland, Ohio 44103**

Or may send resumes to: masyrek@cuhs.org

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