

## Substitute Teacher and Assistant Teachers

Reports to: Classroom Teacher  
Temporary, On-Call, Non-Exempt Position

### JOB PURPOSE:

The Substitute Teacher or Assistant teacher will provide support to the regular classroom teacher in all areas of the classroom activities. They will be open to being called Monday through Friday during any of the following shifts:

7:30am-4pm	12pm-5pm
9am-12pm	8:00am to 5:00pm
8am-12:45pm	Or a combination

### JOB DESCRIPTION:

The Substitute Teacher or Assistant teacher is under the direct supervision of the Classroom Teacher. The Substitute Teacher or Assistant teacher will assist with any of the CEID classrooms (D/HH Toddler, D/HH Preschool or Sunshine Preschool), with students ranging in ages from 18-months to 5 years. They will provide support to the teachers in all areas of the classroom; assist in the preparation of art, snack, and teaching materials; work cooperatively as a team member; perform related duties and special projects as assigned by the teacher and/or Program Director.

### JOB RESPONSIBILITIES:

- Provide a stimulating, developmentally appropriate, and safe classroom environment for preschool children
- Assist teachers in supervision, observation and interaction with the children
- Help coordinate snack, art, math, science, motor and cooking activities
- Help with daily preparation and clean up
- Maintain a clean classroom, including the adjoining bathroom
- Model appropriate language, behavior, and social development behavior and encourage students to demonstrate the same
- Assist children with toileting or diapering needs
- Alert the teacher when supplies are running low or when toys and equipment are in need of repair
- Maintain confidentiality of all program operations
- Work cooperatively with parents and staff

## **KNOWLEDGE, SKILLS AND ABILITIES**

### ***Required***

- Experience working with young children
- Knowledge of typical child development and the importance of play, knowledge of special needs and competency working with diverse families
- Early childhood education and/or child development coursework or related field
- Strong, effective interpersonal communication skills, initiative in engaging children in activities, ability to lift small children, capable of identifying and monitoring special needs of children
- Skill in sign language or willingness to learn

### ***Desirable***

- 6 units or more completed (or enrolled in) Early Childhood Education
- Experience and knowledge of Deaf culture and history of Deaf education
- Experience and knowledge of Special Needs, Special Education, and/or Applied Behavior Analysis (ABA)
- Knowledge of adaptive equipment and community resources for children with multiple special needs
- Spanish language fluency

## **SCHEDULE**

As needed.

## **SALARY AND BENEFITS**

This is an hourly paid position. Pay will be based on experience.

## **APPLICATION PROCESS**

Applicants should send their resume and a cover letter describing their qualifications and their interest in the position to CEID via email to [anna@ceid.org](mailto:anna@ceid.org)

***CEID is an Equal Opportunity Employer***