



Child Development Substitute Teacher Position Available

Family Services, Inc. has an opening for an experienced Substitute Teacher for the Head Start Program. The Agency is a non-profit organization based in Winston-Salem, NC devoted to promoting the school readiness of children, the well-being of adults and families, and the safety of those impacted by domestic violence and sexual assault.

Summary:

The Substitute Teacher works as assigned by the Program Manager to fill an absence in a Head Start classroom. Assists classroom teaching staff in implementing developmentally appropriate activities in the classroom according to federal, state, and local mandates. Provides supervision and instruction to young children while utilizing respectful and responsive care-giving practices.

Position Responsibilities:

- Implements current educational, disability, health, nutrition, mental health, social services, and parent involvement programs according to federal, state, and local mandates.
- Assists the teacher in classroom caregiving routines
- Assists in food service including meal set-up and clean-up
- Performs tasks that promote a clean, safe, and orderly classroom environment
- Assists children with bathroom procedures
- Assists with the implementation of health requirements, first aid, and emergency procedures
- Demonstrates developmentally appropriate behavior management strategies
- Supervises children at all times according to federal, state, and local mandates
- Maintains records as required by federal, state, and local mandates such as schedules, lesson plans, children's educational records, attendance, and monthly reports
- Other duties as required

Position Qualifications:

Required

- High School Diploma or GED
- Valid driver's license and ability to travel between various agency sites, community resources, and home visits
- Meet federal and state background check and drug screen requirements

Preferred

- Experience with the Head Start program, as a parent or child care provider