

JOB DESCRIPTION

Position: Early Education Full Time Substitute Teacher
Status: Full-time, non-exempt, with excellent benefits
Reports to: Site Supervisor
Status: Full Time; 8AM – 4:35 with occasional 6:45 AM start time if a early assigned teacher calls out.
Hourly Range: \$19.00 – \$23.00 DOE

Organizational Background

Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle to college/career initiative. Proyecto Pastoral serves nearly 6,000 children, youth and families.

Job Summary

The substitute teacher supports the teaching team on an as needed basis in the classroom or to fill a current vacancy. While assigned to a classroom you will be part of a team in implementing the Frog Street curriculum ©, fulfilling the assigned schedule of the absent teacher, creating an enriched learning and interactive environment while documenting observations of children's development. The Substitute teacher shall comply with the local, federal and state funding sources regulations and must holding a valid Child Development Teachers permit or higher or meet requirements to obtain within the first 3 – months of hire.

Essential Duties and Responsibilities:

- Coordinate and/or support with the instructional learning of children.
- Develop and implement the Frog Street© curriculum daily activities.
- Ensure the supervision of the children while present on the premises.
- Deliver and assist with developmentally appropriate interactions and learning opportunities with assignments to present or reinforce learning concepts directly for children either individually or in group settings.
- Complete all required documentation such as such reports, home-visits, DRDP ratings and others as assigned.
- Maintain a well – managed positive indoor/outdoor environment while demonstrating cultural sensitivity and respect for all children, families and staff.
- Create a pleasant 'Family Style,' mealtime experience by modeling appropriate etiquette and conversations that elicits children's understanding of healthy eating.

Proyecto Pastoral is an equal opportunity employer. Women and minorities are encouraged to apply.

- Illustrate daily hygiene routines to promote children's safety and wellness.
- Assume responsibility for group of toddlers and/or preschool.
- Maintain open, respectful communication with parents, staff and community members.
- The Substitute teacher's activities will be at the discretion of the Site Supervisor/Program Director.

Proyecto Pastoral Employee Organizational Responsibilities

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values.
- Willingness to fulfill responsibilities in alignment with the center's educational philosophy.
- Be an active and positive team member supporting other staff members
- Flexible, resilient, self-starter with a good sense of humor.
- Exhibits high energy, warmth, enthusiasm and patience.
- Able to work collaboratively with other co-workers and supervisors.
- Personal integrity and confidentiality.
- Being bilingual in Spanish preferred.
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QUALIFICATIONS

- High School Diploma or GED
- 24 - child development units including the 16 General Education units or degree from an accredited college in Child Development, Early Childhood Education, Human Development, Liberal Art.
- Degree other than those mentioned above, potential candidate must have 24 – units in child development/early childhood education courses plus 350 days of experiences working with toddler and/or preschool age children within the last 4 – years.
- Pass background clearance.
- Have a current or obtain CPR/First Aid Certification within 60 days after employment.
- Must pass health screening from a Board-Certified physician or physician assistant.
- Must have Pertussis (whooping cough), Measles vaccine. Flu shot is exempted if individual signs an exemption waiver.

General Hours: On call as needed.

TO APPLY: Please email a **cover letter, unofficial transcripts and resume** to hr@proyectopastoral.org with 'ECE Full Time Substitute Teacher' in the subject line.