

## Position Description

Title:	Substitute (Teacher/Assistant)	Supervisor:	Site Coordinator
Department:	Children & Family Services	Classification:	Full Time

### A. Job Description:

Classroom substitutes for Early Childhood and Head Start programs assist Teachers in planning and implementing learning experiences that advance the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. Ability to perform the essential functions of the job which includes, but is not limited to, the ability to:

- i. Work independently
- ii. Follow a schedule
- iii. Implement lesson plans
- iv. Maintain classroom management
- v. Ability to communicate effectively, both orally and in writing, using the English language when deemed necessary.

### B. Position Qualifications:

- High School Diploma or Equivalent

### C. Position Characteristics:

Salary: \$100 per day  
Hours: Monday through Friday, 8am to 4pm  
Classification: Contractual

### COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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**SHORE UP! Inc.**  
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*SHORE UP! Inc. is an equal opportunity employer.*