

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Substitute Teacher

**GRADE**

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**ORGANIZATIONAL UNIT**

Child Care Center

**REPORTS TO**

Head Teacher

**APPROVED BY**

Board of Directors

March 14, 2013

**SUMMARY**

Responsible for assisting the Head Teacher and other Child Care teachers with the implementation of the classroom program and daily schedule in accordance with policies and philosophy of the FSA Child Care Center.

**NATURE AND SCOPE**

- Assists the Head Teacher and/or Teacher in the implementation and supervision of classroom activities.
- Assist the Head Teacher and/or Teacher in providing a stimulating and developmentally appropriate environment designed to meet each child's emotional, social, physical and intellectual needs.
- Confers with supervisor, support personnel and other staff to discuss needs of the children, parents, and program.
- Establishes and maintains a friendly cooperative relationship with each child's parent and/or other caregiver through daily communication as required.
- Maintains confidentiality.
- Attends appropriate meetings, workshops and training sessions. May provide programmatic feedback to the classroom Teacher to assist in monthly agenda's for staff meetings.
- Assists in maintaining records as needed.
- Assists in maintaining fire, health and safety standards.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

A high school diploma or equivalent and experience related to caring for children. Demonstrated ability to work cooperatively in a team environment. Current certifications in First Aid and CPR required.

**PREFERRED QUALIFICATIONS**

Child Development Associate Credential (CDA).