Community Development Center, Inc. is currently accepting applications for temporary substitute teachers. This position has the possibility of future consideration for Full-Time employment.

Compensation is based upon experience and education.

COMMUNITY DEVELOPMENT CENTER, INC.

Job Description

Job Title: Substitute Teacher Non-Exempt/*Matrix

Location: Lomita, Torrance, Wilmington, Compton

Reports To: Site Supervisor Shift/hours: M-F/Varies

Organizational Relationship: Reports directly to the Site Supervisor. Works closely with team teachers, supervises children and implements classroom activities.

Scope of Responsibility/ Summary:

Responsible for effective implementation of center programs, ensuring that appropriate care, attention and educational programs are provided for the children and that the facility continues to be responsive to the needs and expectations of the parents and community that it serves.

ACCOUNTABILITIES: The duties in this description are intended to reflect in general the duties and responsibilities of the position are not to be interpreted as being all inclusive and may change, at the discretion of management, as needed. Employees may be asked to perform other duties, as assigned.

Works well with others without regard to age, ancestry, creed, marital status, medical condition, national origin, race, religion, sex, sexual orientation, handicapped status, or veteran status.

2. Responsible for efficient daily planning, organization and implementation of classroom programs in accordance with the policies and philosophy of CDC and with concern for the individual needs and interests of the child.

3. Responsible for ensuring safe, healthy, positive environment for children, promoting care, respect, cooperation and individual style and achievement.

4. Responsible for participating in the development of activities and events, program philosophy and curriculum; implementation of programs and procedures, as required; effective utilization of team teachers, volunteers, aides, and parents; and evaluation and resolution of student disciplinary issues.
5. Responsible for conducting parent/teacher conference on timely basis, establishing and maintaining positive communications with parents and others in the community.

6. Ensure the confidentiality and proper maintenance of all CDC documents or files, as required.

7. Responsible for ensuring the cleanliness of the center, indoors and out.

8. Responsible for attending staff meetings and participating in training programs, educational courses and seminars that will ensure the continued professional growth needed to maintain program standards and promote personal achievement.

9. Miscellaneous duties and projects as assigned by management, in support of department and company objectives.

REQUIREMENTS: Knowledge, experience education, licensing and physical demands.

Good verbal, written and interpersonal communication skills; demonstrated analytical, organizational, leadership and problem solving skills. Supervisory experience is a plus.

Ability to work in a demanding, fast paced, multilingual/multicultural, and dynamic environment.

Children’s Center Permit; 24 units of Early Childhood Education and 16 units GE; two years of teaching experience. AA in ECE or Child Development preferred.

First Aid certificate; submission and verification of annual TB test and physical exam.

Ability to lift at least 25-30 pounds and perform duties that may, at times, require walking, standing, kneeling, pushing, pulling, lifting, stooping, bending, twisting or climbing.

The ability to work overtime, on occasion, as needed.