

To apply please send your cover letter and resume to Debbie Putney at education@blackforestcommunitychurch.org.

JOB TITLE: Teacher-substitute

LOCATION: First Step Preschool, Black Forest Community Church

ORGANIZATIONAL RELATIONSHIPS: This position reports to the Director or designee. Requires contact with staff members, students, parents, and supervisors. Contacts are generally of a nature requiring disseminating and discussing routine information, but may occasionally involve sensitive issues or situations.

POSITION SUMMARY: Performs the day-to-day activities of teaching students. The teacher makes diagnostic and long-term evaluative decisions regarding students.

ESSENTIAL DUTIES/FUNCTIONS:

The following statements are illustrative of the essential functions of the job and other key duties that may be required. The description may not include all functions performed by the incumbents in various locations. The Preschool Board reserves the right to modify or change the duties or the essential functions of this job at any time.

- Consistently shows for work as scheduled
- Performs other duties as assigned
- Assists teacher assistant with cleaning duties if needed
- Attains proficient or higher evaluations on established Performance Standards
- Coordinates completion of assignments with classroom teacher assistant
- Monitors behavior contracts and reward systems for students
- Assists students by ensuring accommodations and modifications are used with fidelity
- Maintains, orders, and organizes inventory of materials in an effective manner
- Collects data for assessment and monitoring purposes
- Provides initial first aid/emergency care
- Supports successful student behaviors
- Supervises teacher assistant
- Monitors students during recess
- Responsible for the ordered arrangement, appearance, décor and learning environment of their classroom
- Implement the class program in accordance with the policies and philosophy of the school
- Performs Nonviolent Crisis Intervention techniques after successful completion of required trainings
- Attends ongoing training, and meetings as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in operating computers and using software
- Strong organizational and interpersonal skills
- Strong communication skills
- Ability to maintain confidentiality
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with supervisors, coworkers, students, and parents

- Ability to work independently
- Ability to be flexible and patient in work demands
- Ability to provide a warm and caring attitude toward students and staff
- Ability to understand and work with children possessing developmental, health, and severe needs
- Skills in behavior management
- Ability to tutor students in various academic areas

STAFF EVALUATION RESPONSIBILITY: Teacher assistant

REQUIRED QUALIFICATIONS:

- Colorado Shines Level 3, minimum
- Must possess, or be willing to obtain and renew/maintain, CPR and First Aid certification
- Willing to attend professional learning related to the job professional learning opportunities related to the position
- Willing to be trained to carry out delegated nursing practices

SALARY: \$60/day

HOURS: 4.5 hours daily

POSITION STATUS: Part-Time

BENEFIT ELIGIBILITY: None

FLSA STATUS: Exempt

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a staff member typically encounters while performing the essential functions of this job. They are included for informational purposes and are not all-inclusive.

- The noise level in the work environment may alternate among quiet, moderate, and loud.
- The incumbent is frequently required to interact in person and through communication methods with the students, public, and/or other staff.
- The incumbent is required to work normal school/work hours and/or days.
- The incumbent may be required to work extended school/work hours and/or days as directed.
- Work is generally performed in a classroom setting.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all-inclusive. All physical demands, if listed, are considered essential functions.

- Sits, stands, walks, stoops, kneels, and crouches/squats while performing duties
- Has oral and auditory capacity enabling interaction interpersonally and/or through communication devices
- Uses eyes, hands, and finger coordination enabling the use of equipment and writing utensils
- Lifts/pushes/pulls or carries weights up to 50 lbs.; may have to lift students when assistance is required
- Conducts activities involving: stooping, kneeling/bending, crouching/squatting, twisting, and reaching

COGNITIVE FUNCTIONS:

The following are some of the cognitive functions commonly associated with this position. They are included for informational purposes and are not all-inclusive. The staff member may be required to analyze, communicate, compare, compile, compute, coordinate, copy, evaluate, instruct, negotiate, synthesize, and use interpersonal skills.

PERFORMANCE STANDARDS:

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado Law and district administrative policy AC E 1 (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.