

## JOB DESCRIPTION

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**POSITION TITLE:** Substitute Teacher

**DEPT:** Early Learning Center

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**SUPERVISED BY:** Youth Program Manager

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**TITLES SUPERVISED:** N/A

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**FLSA:** Non-Exempt

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**SALARY GRADE:** \$10-13/hour

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**POSITION SUMMARY:** This is a substitute position designed to fill in as needed on a short or long term basis for permanent teaching staff. Substitute Teacher participates in long and short range activities for students in accordance with curriculum objectives and engages students in developmentally appropriate activities. Assists with ensuring that the classroom is appropriately staffed and maintained to provide a safe and secure environment for each child.

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**POSITION RESPONSIBILITIES:**

1. Works with teaching staff to implement program curriculum and coordinate students activities.
2. Plans and supervises the arrangement of the classroom environment in accordance to program goals and philosophy.
3. Maintains a safe and healthy environment, including safely managing developmental activities for the participants.
4. Keeps all appropriate records such as records, attendance, time sheets and accident reports.
5. Maintains open communication with parents/guardians of the program participants regarding the developmental needs of the participants.

**QUALIFICATIONS:**

**Education:** Associates degree or equivalent in early childhood development. B.S. in Early childhood Development preferred.

**Licensing and Certifications:** CPR and Meet all applicable licensing regulations. Valid Driver's License and proof of insurance. Minnesota Teachers' License (preferred).

**Work Experience:** 5 years of Child Care Center or related experience required.



**Other Requirements:**

- Dealing with confidential information.
  - Tight deadlines.
  - Dealing with unfavorable weather conditions.
  - Excellent verbal and written communication skills.
  - Ability to work effectively with employees, colleagues and manager.
  - Agree to mandated child abuse reporting guidelines.
  - Ability to relate to children from diverse socio-economic and cultural backgrounds.
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To apply, send a cover letter, resume, salary requirements and references to:

Hallie Q. Brown Community Center  
ATTN: Human Resources  
270 N. Kent Street  
Saint Paul, MN 55102  
651-224-7074-Fax  
[hr@hallieqbrown.org](mailto:hr@hallieqbrown.org)

