



TITLE: Substitute PK Teacher

CLASSIFICATION: Exempt

PROGRAM: Early Childhood

DEPARTMENT: Education

EMPLOYMENT STATUS: On Call as needed/Schedule varies based on program needs.

LOCATION: Plainfield, NJ

REPORTS TO: Education/Site Supervisor

SALARY RANGE: TBD

ESSENTIAL FUNCTIONS:

- Work on an on-call as needed basis as a classroom Pre-K Teacher developing weekly lesson plans and other activities with input from Education team and supervising children in a safe, positive and developmentally appropriate environment.
- Demonstrate a thorough understanding of the designated curriculum through proper daily implementation with developmentally appropriate conversations, behaviors and guidance strategies and ability to model for teaching staff, children, parents, community volunteers and interns.
- Demonstrate the ability to supervise and support the teaching team.
- Log daily child attendance and meal counts and submit monthly to designated content area Supervisors/Specialists.
- Conduct developmental screenings, parent conferences and ongoing assessments within the required time frames.
- Maintain anecdotal notes, as well as developmental and numerical data records on each child, with written and verbal input from other teaching staff in child's record and data entry software.
- Participation in Teacher meetings, Professional Learning Communities and Professional Development as required by designated program.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- State of NJ Substitute Teacher Certification or Bachelors in Early Childhood or related field
- 1 year experience in a Pre-K setting or equivalent experience working with children and working with a team.
- Basic computer skills to allow access to HOPES CAP, Inc. email and Employee Self Service to be able to maintain communication within Agency.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Masters in Early Childhood Education or related field and experience with Head Start, Abbott Program and NAEYC standards with knowledge of designated curriculum.

Submit resume to hr@hopes.org

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