

**Job Description for Substitute Teacher/Floater**

The person selected for this position will be responsible for the general supervision and management of a class of children. This position requires someone who 1) agrees with the basic philosophy of the center 2) has physical stamina that must support sustained bending, lifting and conducting classroom activities 3) is able to be “on call” with or without sufficient notice 4) have a high school diploma or equivalent .

Responsibilities will include, but not be limited to:

* Temporarily carry out plans, supervision and implementation of the program for a class in accordance with State Licensing and Virginia Star Quality guidelines.
* Gearing the program to the needs of individual children with concerns for their interests, special needs, talents and individual style and pace of learning.
* Treating children with respect and dignity.
* Helping children to become aware of their roles as integral members of a group.
* Being responsible for the organization and cleanliness of the learning environment.
* Assuming an equal share of the housekeeping duties of the staff.
* Attending staff meetings.
* Participating in recommended training classes, conferences, courses and other aspects of professional growth.
* Writing and conducting educational plans in accordance with prescribed themes and levels of learning.
* Observing and recording activities as appropriate for the classroom in a timely manner.
* Maintaining confidentiality and a positive environment.
* Adhering to all policies and procedures as written in the Learn ‘n Play Staff Handbook.
* Representing Learn ‘n Play in an appropriate manner to parents and the community.