



## Preschool Substitute Teacher Job Description

Title: Preschool Substitute Teacher, Mountain Resource Center Preschool

Reports to: Director, Mountain Resource Center Preschool

Status: When needed/Non-exempt

Pay Range: \$19.00/Hour

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**Mission:** We engage our community with essential services that empower all people to thrive.

**Vision:** A community that is healthy, secure, and connected.

**Scope:** Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Family Education, Case Management, and a Resale Store, all working in tandem to make a positive impact on the community.

**Position Summary:** The Substitute Preschool Teacher will provide support in maintaining a safe, nurturing, and stimulating environment for your children. This role will involve assisting in the implementation of curriculum activities, ensuring the well-being of each child, and fostering positive relationships with both children and their families. Flexibility, creativity, and a passion for early childhood education are essential for success in this role.

### Essential Functions

- Follow lesson plans and guidelines provided by the lead teacher to facilitate engaging learning experiences for children.
- Support activities that promote physical, cognitive, emotional, and social development.
- Encourage active participation and exploration through age-appropriate materials and resources.
- Ensure strict adherence to legal and educational standards to safeguard students' well-being.
- Maintain a safe and clean classroom environment, including organizing materials and ensuring equipment safety.
- Supervise children during indoor and outdoor activities, always ensuring safety and well-being.
- Be prepared to step into various roles within the classroom as needed, including leading activities, facilitating transitions, and providing individualized support.
- Provide assistance with personal hygiene routines, including toileting, diapering, handwashing, and mealtime supervision.
- Adapt quickly to changes in schedules, routines, or classroom dynamics to maintain continuity and consistency for the children.

- Complete all mandatory yearly professional development training sessions.
- Maintain accurate records of children's progress, attendance, and incidents.
- Ensure compliance with all state regulations and licensing standards.
- Any other duties as assigned.

### **Knowledge, Skills, Abilities and Accountabilities**

The Substitute Preschool Teacher will demonstrate the following:

- Leadership experience and excellent verbal and written communication skills.
- Strict adherence to confidentiality
- Self-motivated with ability to problem-solve and make independent decisions.
- Excellent computer skills, including Microsoft Office Suite.
- Knowledge of Colorado Licensing regulations.
- Love for children and passion for teaching.
- Organization and attention to detail.
- Ability to multi-task, problem solve, and work in a team and independently.
- Willingness to accept feedback and adapt accordingly.
- Flexibility and ability to adapt to changing circumstances.
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook and other directives.
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse.
- No criminal record or child-related offenses
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers.
- Proof and maintenance of proper legal authorization to work in the United States
- Completion of state-mandated background checks, including a comprehensive criminal history check and fingerprinting.

### **Credentials, Experience and Qualifications**

- A degree in early childhood education or related field preferred, in accordance with the requirements of the Colorado Department of Education (CDE).
- Level 3 in the Professional Development Information System (PDIS).
- Director Certified
- Familiarity with Colorado state regulations and licensing requirements for preschool teachers.
- Paid time for PDIS training needed will be considered on a case-by-case basis.

***Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.***

***Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,***

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories***