

**Union Chapel Missionary Baptist Church
Child Development Center**

Substitute Teacher

Demonstrate your love for God and people as well as provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual, and intellectual development. Must maintain a positive relationship with parents, children, and staff and ensure the safety of children at all times.

Skills Needed:

- Accountability
- Adaptability
- Problem-solving
- Time-management
- Organization
- Advanced multitasking
- Interpersonal skills

Duties & Responsibilities:

- Attend to children's basic needs with feeding, dressing, changing diapers if needed.
- Carry out classroom procedures and schedule
- Follow any lesson plans or instructions left by the teacher
- Keep classroom tables, toys, and surfaces sanitized
- Make note of any important information that is to be relayed to the teacher/Director
- Other duties as assigned

Substitute teachers are under the delegation/direction of the CDC Director.

CLASSES:

Infant: 6 weeks to 1 year

Toddler: 1 year to 2 years

Preschool: 3 years to 4 years

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Daycare Worker/Teacher

Demonstrate love for God and people, as well as provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual, and intellectual development. Must maintain a positive relationship with parents, children, and staff and ensure the safety of children at all times.

Skills Needed:

- Accountability
- Adaptability
- Problem-solving
- Time-management
- Organization
- Advanced multitasking
- Interpersonal skills

Duties & Responsibilities:

- Attend to children's basic needs with feeding, dressing, changing diapers, etc.
- Ensure the children have good hygiene and changing diapers as necessary
- Carry out classroom procedures and schedule
- Create age-appropriate lesson plans and organize curriculum activities
- Develop classroom procedures and schedule for the children to maintain throughout the day
- Keep records of each child's progress, interests, and any problems that may occur
- Clean and sanitize classroom interactive areas (tables, toys, and surfaces, etc.)
- Maintain contact with the children's parents to help children progress towards educational and behavioral goals
- Ensure children are learning positive behaviors and provide guidance or approved discipline, as needed
- Other duties as assigned

Daycare employees are under the delegation/direction of the CDC Director.

CLASSES:

Infant: 6 weeks to 1 year

Toddler: 1 year to 2 years

Preschool: 3 years to 4 years