

Florence Crittenton Services  
Early Childhood Center  
Substitute Teacher Job Description

Florence Crittenton Services is a nonprofit organization that educates, prepares and empowers teen mothers to be productive members of the community. Florence Crittenton Services uses proven, progressive approaches that address education, early childhood education and supportive services and encompass teen moms, dads and their children. Education services are provided at the Florence Crittenton School in partnership with the Denver Public School District (DPS). Florence Crittenton Services provides essential services for teen families that are not available elsewhere in the community.

This position is responsible for providing warm and responsive care to infants, toddlers and preschoolers, modeling and instructing teen parents in appropriate care-giving behaviors, implementing developmentally appropriate curriculum, activities and practices while maintaining a safe, clean and attractive environment based on ITERS/ECERS guidelines.

As a substitute teacher, you would be trained as our permanent staff and would be assigned to any classroom or kitchen position as needed. You would have the option to be "on call" certain days or would be scheduled in advance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide consistent, caring, sensitive and responsive interactions with children using positive behavior support.
- Model appropriate teacher/child interaction for teen parents.
- Support and give teachers input to implement developmentally appropriate curriculum, activities, and practices for infant, toddlers and preschoolers with consistent daily routine.
- Maintain a safe, clean, and attractive environment based on ITERS/ECERS guidelines.
- Communicate with teen parents in a warm, approachable, and supportive manner.
- Assist teachers in the assessment of developmental progress of each child utilizing the Teaching Strategies GOLD framework.
- Provide for the individual and group needs of all children.
- Follow established procedures for dealing with sick children, suspected child abuse or neglect, accidents, illnesses, and emergencies.
- Follow Colorado Rules and Regulations for licensed day care facilities.
- Complete paperwork in an accurate and timely manner.
- Maintain a professional relationship with all staff through respectful, open communication and active participation in program activities.
- Assist in planning and preparing nutritious meals as needed.
- Other duties as assigned.

#### QUALIFICATIONS

- Knowledge of early childhood education and child development principles and practices.
- Strong interpersonal, collaborative and teamwork skills; ability to work collaboratively and effectively with staff as well as with teen parents.
- Effective time management skills, particularly the ability to juggle and prioritize the needs and requirements of children, parents, and staff.
- Strong organizational skills, including the ability to set up and manage a classroom, curriculum, and assessment system.
- Must be at least 18 years old and in good physical and mental health; must pass annual medical exam per licensing requirements.
- Must be able to pass Colorado Central Registry and CBI criminal record checks and must have no prior convictions for child abuse, misdemeanors or felonies.

#### EDUCATION and EXPERIENCE

- Experience in early childhood education, preferably with infants and toddlers.
- Qualification as an Early Childhood Teacher according to Colorado State licensing regulations is preferred.
- Experience working with at-risk youth is preferred.
- Current First Aid and Infant, Child and Adult CPR Certification.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

## SCHEDULE

Florence Crittenton Early Childhood Center is open from 7:30 am-3:00 pm Monday through Friday. We follow the Denver Public Schools calendar. Teachers are expected to be at school from 7:00 am-3:30 pm. There are occasional requirements for afterhours care and will be scheduled in advance. Substitute teachers may have flexible hours within this time period, but full day coverage is needed more often.