

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUBSTITUTE CERTIFICATED POSITION

JCN: 9853  
EXEMPT

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### SUBSTITUTE MASTER TEACHER - CHILD DEVELOPMENT CENTER

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional and classroom management supervision to infant and preschool age children for teachers who are absent for a day or longer periods of time; teach individual(s) or small groups of students in a classroom or other learning environments; prepare instructional materials, take student attendance and follow regular teacher's lesson plans to ensure consistency and optimal student learning.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Attend to health and personal hygiene needs of children on a daily basis which may include, but not be limited to, feeding, toileting, diapering, and needs of the individual child; plan and implement acceptable techniques or routines of feeding, toileting, sleeping, dressing, washing and related housekeeping responsibilities.
- Collaborate with Assistant-Child Development Center assigned to the classroom regarding curriculum implementation, classroom management and other instructional and non-instructional duties.
- Communicate and interact with children, parents, staff, community, and program administration; foster positive home/school relationships with families; demonstrate consideration, respect and warm, friendly interest in the students and their families.
- Communicate with the Assistants and personnel assigned to the classroom regarding curriculum implementation and other duties.
- Communicate with county office personnel to exchange information and address issues or concerns in a timely manner.
- Cooperatively pursue alternative solutions to ameliorate pupil learning problems; enhance and expand academic, social, and emotional growth opportunities.
- Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning and that encourages student participation; create lesson plans as needed; grade classwork, homework and tests as assigned; attend parent-teacher conferences when in a long-term substitute assignment.
- Maintain classroom management to create a safe and optimal learning environment; provide supervision for the welfare and safety of students by establishing and maintaining standards of student behavior needed to achieve a positive learning environment in the classroom; use methods including but not be limited to, strategies and positive interventions for students with challenging behaviors.
- Maintain a professional appearance as an example to students.
- Maintain and respect confidentiality of student and school personnel information.
- Modify teaching styles fit the learning styles of various students.
- Provide children with access to the academic core curriculum; monitor progress towards meeting instructional academic goals; provide instruction and support to children with special needs and disabilities; ensure active involvement in implementing goals noted in the child's Individual Education Plan (IEP) or Special Services Plan (SSP).
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, children's goals and objectives, development assessments results, conference information from parents and other professionals when assigned to long term assignments; meet all required timelines and deadlines.

- Provide an atmosphere and environment conducive to the growth of the whole child which includes the emotional, social, intellectual and physical according to his/her needs, ability level and maturity; monitor the room environment through control of heating, lighting, and ventilation to the extent possible; and is conducive to maintaining a feeling of security.
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate school authority immediately or as soon as reasonably possible.
- Report to school office/designated location upon arrival at school; check mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures as needed.
- Supervise students in and out of the classroom including hallways and on the playground.
- Work closely and cooperatively with Assistants, assigned supervisor, site administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies to provide a complete program; serve as a liaison to community agencies, parents, districts, contracted service providers, and caregivers as assigned.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language may be required.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Appropriate practices within all developmental domains.
- Basic first aid.
- Cultural and socio-economic differences and impact on families.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.
- Curriculum and instruction, instructional materials, and methods, interpretation and application in the assigned program.
- Evaluation and assessment techniques and procedures.
- Positive behavioral interventions and supports.
- Safety and health practices and universal precautions when administering first aid.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Maintain child and family confidentiality.
- Manage a positive, educational child development center/classroom environment.
- Organize and direct classroom and outside activities.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing with parents, staff, community members and program administration.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:****EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Child Development or related field preferred.

**EXPERIENCE:**

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Master Teacher Permit.
- This position requires a pre-placement medical assessment at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Indoor, outdoor, child development center, office, and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to twenty five (10) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2019