

OPERATION Breakthrough

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Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.

SUBSTITUTE

Non-Exempt, PRN (as needed)

Qualifications: Requires a minimum of an Associates degree in Early Childhood Education with forty-five (45) hours of early education coursework completed. Bachelor's degree preferred Early Childhood Education or similar degree that would include 45 hours of coursework in early childhood.

Responsibilities include:

- * Instruct and supervise a group of children in full-day, Early Head Start Classroom and participate in school related activities.
- * Complete or supervise completion of daily attendance, meal counts, lesson plans, classroom cleanliness checklists, etc.
- * Contribute new ideas; implement activities and teaching methods to carry out the program according to the developmental level of the individual child.
- * Implement the Early Head Start Curriculum in the classroom and follow Developmentally Appropriate Practices.
- * Work with and train Assistant Teachers in understanding objectives and education plans for each child using screening and observational information; provide on-the-job training for Assistant Teachers.
- * With professional staff, use Developmental Screening, anecdotal notes and portfolios to assist in developing lesson plans and individualized programming for each child.
- * Discuss special needs of individual children with teaching staff supervisors, specialists and parents. Provide necessary documentation for referring children.
- * Complete daily lesson plans incorporating individual, small group, and large group activities.
- * Plan special event and field trips incorporating Assistant Teacher's ideas and suggestions.
- * Maintain and manage a positive classroom environment that promotes learning.
- * Communicate to Supervisor observed safety, physical, and licensing issues.
- * Supervise mealtimes. * Arrange and participate in Parent/Teacher Conferences as prescribed by Early Head Start and Center policies and procedures; acquaint parents with program activities; developmentally appropriate practices; program objectives, determine and communicate needs of each child; interpret curriculum.
- * Solicit parents' assistance; explain and promote parent involvement through participation and activities.
- * Compile an accurate classroom inventory, as prescribed by center and Head Start Staff guidelines, with assistance from the teaching staff.
- * Develop, arrange, and participate in classroom staff meetings.
- * Compile and submit all paperwork by the required deadlines; completing reports as specified.

Reports to: Education Coordinator

Deadline: Until filled.