

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*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, on-call)**

**Job Summary:** A Substitute Teacher instructs and supervises children in a full day, Head Start Classroom or School-Age Classroom.

**Qualifications:** Requires a minimum of a high school diploma. Preferred qualifications include Certified Substitute Teaching, Youth Development Credential, CDA, Associates or Bachelors Degree in Elementary or Early Childhood Education and two (2) years with educational programming.

#### **Essential Functions:**

- \* Complete or supervise completion of daily attendance, meal counts, lesson plans, classroom cleanliness checklists, etc.
- \* Implement activities and teaching methods to carry out the program according to the developmental level of the individual child.
- \* Implement the Head Start Creative Curriculum in the classroom and follow Developmentally Appropriate Practices according to the lesson plan.
- \* Maintain a positive classroom environment that promotes learning.
- \* Communicate to Supervisor observed safety, physical, and licensing issues.
- \* Supervise mealtimes.
- \* Maintain CPR and First Aid Certification.
- \* Pass a TB test, physical exam and background check prior hire date and update TB and physical exam every other year.
- \* Ability to bend, kneel and squat many times each day.
- \* Ability to lift and carry up to 45 pounds several times a day.
- \* Other duties as assigned.

#### **Competencies:**

- \* Dependability including arrives at work on time, uses approved lunch/break times appropriately, follow procedures in requesting and reporting leave time, document all times leaving and returning to the building.
- \* Good hygiene and personal appearance.
- \* Promote communication, warmth and respect among all staff and volunteers.
- \* Maintain confidentiality with regard to staff, children and families according to established guidelines.
- \* Model appropriate behavior, language and communication skills for children.
- \* Interact respectfully and professionally with others.
- \* Sensitivity to diverse learning styles, knowledge/skill levels and cultural orientation.

#### **Working Conditions:**

Indoor classroom and outdoor recess (weather permitting.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

**Reports to:** Education Coordinator & Director of Children's Programs

**Deadline:** Open Until Filled