

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • 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