



## **SUBSTITUTE TEACHER JOB DESCRIPTION**

### **I. ORGANIZATION OVERVIEW**

**College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.**

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

**II. JOB TITLE:** Substitute Educator  
**REPORTS TO:** Program Manager of Early Education

### **III. POSITION OVERVIEW**

The Substitute Educator will be supervised by the Program Manager and will work with other team members in implementing developmentally appropriate preschool activities for young children.

### **IV. DUTIES AND RESPONSIBILITIES**

- Model commitment to College Bound Dorchester's mission of utilizing education to create social change through leadership;
- Attend weekly planning meetings and participate in curriculum planning for assigned classrooms;
- Assist in the maintenance of materials, equipment and supplies in the classroom;
- Help to maintain an attractive, neat and orderly classroom;
- Contribute to the overall management of the classroom;
- Contribute observation data to child development records;

- Work with groups or individual children, helping to facilitate the implementation of the curriculum, program philosophy of education and procedures, health and safety practices;
- Share in the responsibility of classroom: cleaning room, maintenance of materials, preparation and/or serving of snack/meals and other general classroom duties;
- Attend and participate in staff meetings and in service training sessions;
- Keep Program Manager informed about any problems, concerns, issues, emergencies, parent complaints or equipment needs/repairs;
- Other duties as assigned.

## V. QUALIFICATIONS AND SKILLS

- Commitment to the mission and vision of College Bound Dorchester and the potential of young people participating in the Early Education programs;
- Department of Early Education and Care (EEC) teacher qualified;
  - 21 years of age or have a high school diploma and
  - 3 credits in Child Growth and Development. This course is also called Child Psychology or Developmental Psychology;
  - 9 months work experience, preferably in a center based preschool setting;
    - An Associate's or Bachelor's degree in ECE or related field will substitute for 6 months of the required experience.
    - A Bachelor's degree in an unrelated field will substitute for 3 months of required work experience.
- Course substitutions:
  - Human Growth and Development (at least for the first semester of a two semester course);
  - A Child Development Associate Credential (CDA);
  - A passing grade in Child Development in a College Level Examination Program (CLEP exams);
  - Graduation from an approved 2-year high school child care program since 1989 with a recommendation letter from the high school program director, a copy of your high school diploma and transcript.
- Must have an annual physical, must have a perennial negative Mantoux (PPD) Test and must maintain a current First Aid and CPR Training Certification.

## VI. SALARY AND HOURS

On-call position; Salary commensurate with experience.

**Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at [swaller@collegebounddorchester.org](mailto:swaller@collegebounddorchester.org) with subject line "Substitute Educator."**