BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Floating Substitute Teacher – Early Childhood and Student Services

QUALIFICATIONS: In order for a floating substitute teacher to transfer from one program to another, the candidate must meet the minimum requirements set forth, below, by the individual program. Additional guidance may be found in current Bargaining Agreements. Bilingual skills required (English/Spanish) at centers where this support is needed for students.

A. Educational Requirements:
    a. Child Care (one of the following):
        i. Associate's degree in early childhood education, child development, special education, elementary education, or human services;
        ii. Associate's degree (any) with 30 qualifying credit hours in child development, special education, elementary education, or human services, and three years of work experience related to the care and development of children;
        iii. Bachelor's degree in early childhood education, child development, special education, elementary education, or human services;
        iv. Pennsylvania teaching certification in early childhood education;
    b. Early Intervention (one of the following):
        i. Bachelor's degree in special education and/or early childhood education or a related area (e.g. psychology, speech language therapy) and Pennsylvania teacher certification;
    c. Head Start (one of the following):
        i. High school diploma with 1 year experience working with preschool age children;
        ii. Child Development Associate (C.D.A.);
        iii. Associate degree in early childhood or child development;
        iv. Bachelor's degree in early childhood or child development;
        v. Pennsylvania teaching certification in early childhood education;
    d. Pre-K Counts (one of the following):
        i. Associate's degree in early childhood or child development and 18 credits in early childhood education;
        ii. Bachelor's degree in early childhood education or a related field;
        iii. Pennsylvania teaching certification in early childhood education;
B. A working knowledge of the principles of early childhood/elementary education.
C. Ability to perform the following physical activities: stoop, run, sit, stand, walk, bend, lift children, carry thirty (30) pounds, be outside in all seasons, be inside, prepare food, hear within normal ranges, and see within normal ranges.
D. Ability to supervise children and staff.
E. Ability to relate well to parents.
F. Ability to work with and relate to low income and minority families
G. Strong interpersonal, leadership, and communication (written and oral) skills.
H. Ability to work effectively and cooperatively with administrative, professional, and non-professional staff.
I. Ability to make logical decisions that are in the best interest of parents, children, and program.
J. Valid Pennsylvania driver's license and own transportation.

K. Ability to report to various work locations with minimum notification.
L. Ability and willingness to report to work in inclement weather.
M. Ability to maintain accurate records, as per DHS, OCDEL, and BCIU requirements.
N. Original certificates of clearance from the State Police and the Child Abuse Registry.
O. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Supervisor, Child Care, Head Start, Early Intervention, Pre-K Counts

POSITION GOAL:

During teacher absences, provide coverage for supervising students, helping plan and implement a curriculum, supervising paraeducators, and creating an environment which responds to the needs of the students in the classroom. When applicable, assist IEP teams in implementing IEP goals and objectives.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

A. Provide a safe and secure classroom environment that meets the needs of all children enrolled in the center.
B. Supervise all activities to insure the safety of the children at all times.
C. Show an understanding of child development and the purpose of the program.
D. Assure continuity in curriculum and planning sessions at center level.
E. Supervise small groups independently with activities planned during center level curriculum planning sessions.
F. Encourage language development by helping to create an atmosphere where the child is listened to as well as talked with.
G. Prepare children for skills needed for kindergarten.
H. Supervise and maintain daily record keeping.
I. Utilize volunteers and other staff members efficiently according to their abilities.
J. Exercise authority in emergencies as his/her judgment indicates, fully informing the Program Administrator and/or parent as soon as possible.
K. Maintain cleanliness of center with help from paraeducator.
L. Supervise paraeducator, assigned driver(s), bus monitors and volunteers in the classroom.
M. Maintain information pertaining to the program, the children, and their families in a confidential manner.
N. Work cooperatively with all service areas of the program to provide a maximum effort toward a comprehensive functioning unit.
O. Adhere to and implement BCIU policies, procedures, and directives. This includes all applicable guidelines from blended programs, such as OCDEL, Department of Human Services (DHS), BCIU Child Care, Early Intervention, Head Start, and Keystone STARS.
P. Perform any other related duties as assigned by supervisor.

TERMS OF EMPLOYMENT:

Non-Exempt, Full Time. As per the designated collective bargaining agreement or program guidance.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	**Date:**

Revised: January 25, 2018

CC: Employee File