



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Description

Position: Substitute Pre K Teacher

Location: Hampton – Aberdeen Elementary School

Component: Education and Training Services

Supervisor: Director of Education and Training

Qualifications: Candidates must have a Child Development Associate Credential or Degree related to Child Development or Early Childhood Education. At least 1 (one) year experience working in a classroom setting is preferred. Background check and valid Virginia Driver's License required for employment.

Key Responsibilities

- Report to classroom upon arrival at school; check inbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures, if necessary
- Implement lesson plans, while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate
- Organize students for effective instruction
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible. Ensure Incident / Accident Report Form is completed in a timely manner
- Supervise students out of class such as in the hallways
- Dismiss all students from the classroom to their appropriate buses before leaving the building
- Collect and place students' worksheets and forms in regular teacher's desk
- Return instructional materials and equipment
- Respect and maintain confidentiality of student and school personnel information
- Maintain discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school policies
- Ensure the adequate supervision to assure health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities

- Perform other related duties as assigned by Lead Teacher and HRCAP Director of Education and Training Services in accordance with school/state policies and practices

Knowledge & Skills

- Follow oral and written directions
- Understand and follow lesson plans
- Establish effective working relationships with staff and students
- Set the proper tone from the beginning for classroom management
- Flexible, friendly, and good at establishing quick rapport with students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

Physical Requirements

- Perform duties typically in school settings to include: classrooms and recreational areas
- Frequent walking, standing, stooping and lifting up to approximately 30 pounds
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days
- Regular contact with other staff members and Lead Teacher is required on assigned days as a substitute