



Brooklyn Community Services

Position: **Substitute Teacher**
Program/Department: BCS Early Childhood Programs
Reports to: Site Manager
Work Location: 101 Fleet Place or 1825 Atlantic Avenue
Hours: Hourly

Position Summary:

Our Early Childhood education program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves, their families. Substitute Teachers support the delivery of quality services by supporting classroom teachers implement lesson plans, facilitate classroom management and ensure student to teacher ratio.

Responsibilities:

- Assist in planning, supervising and effecting sound classroom management and curriculum activities. Share in record keeping, participate in class trips and all related class routine.
- Work within the framework of Brooklyn Community Services in carrying out its policies and procedures; participate in other related duties, as assigned, consistent with above.
- Collaborate with team to implement a high-quality learning environment
- Develop and maintain positive relationships with parents and families of children served; Maintain good relationships with colleagues and administrators; other related duties, as assigned, consistent with above.

Qualifications:

Qualifications Required:

BA Degree in Early Childhood Education/B.A. in Education, two years of previous teaching experience in N-K, experience promoting healthy growth and development with toddlers and preschoolers; Criminal background check and fingerprinting required.

Qualifications Preferred:

Master's Degree in Early Childhood Education

Contact:

Email Resume and Cover Letter to:

Emily Rios - Division Director, Early Childhood & Family Services
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