

Teacher Substitute Child Development Center

North Central State College is accepting resumes for **Teacher Substitute** at the Child Development Center. The Teacher Substitute assists with covering Lead Teacher breaks, planning time, time off requests, and various other duties.

Essential duties/responsibilities include but are not limited to the following:

- Assist in the planning and preparing of the classroom environment by following plans, routines and classroom procedures.
- Assist in the classroom according to the daily schedule.
- Create a warm, caring atmosphere for young children and their families through positive responsive interactions with children, parents and co-workers.
- Assist in the preparation of needed materials and supplies.
- Supervise children in the absence of the Teachers and Teacher Assistants.
- Maintain open communication among CDC/EHS Staff Members.
- Assist with the general housekeeping tasks.
- Maintain confidentiality of all program issues relating to children and their families and co-workers.
- Participate in meetings and trainings required by Ohio Department of Job and Family Services.

Qualifications:

Education: High School Diploma

Other Requirements:

- Must be 18 or older
- Must provide a medical statement, and complete all required ODJS trainings and background checks prior to entering the classroom.
- Must be punctual and dependable.
- Dress is casual.
- Professional attitude.
- Treat children and families with respect.



Please express your interest in this position by submitting a letter of application and resume: www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE | Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906