

	<p align="center"><b>Shinnecock Indian Territory</b> PO Box 5006 * Southampton, NY 11969</p> <p align="center"><b>Wuneechanunk Shinnecock Preschool</b> 100 Church Street * Southampton, NY 11969 <b>Natahne Dennis, Director, 631-318-4853</b> <a href="mailto:Natahnedennis@shinnecock.org">Natahnedennis@shinnecock.org</a> <b>Paulette A. Brown, Associate Director, 631-318-4852</b> <a href="mailto:Paulettebrown@shinnecock.org">Paulettebrown@shinnecock.org</a></p>	
---	--	---

**Job Title:** Substitute Teacher  
**Reports To:** Preschool Director  
**FLSA Status:** Contractor  
**Department:** Wuneechanunk Shinnecock Preschool  
**Salary Grade:** TBD  
**Salary Range:** Commensurate with experience

**Summary:** The substitute teacher can effectively address the needs of young children in a learning environment. The substitute teacher is responsible for providing developmentally appropriate activities that align with all learning domains while being inclusive to all cultural and learning barriers.

To be successful in this role one needs to display and exercise patience, strong communication skills with a kind and gentle demeanor while interacting with children. The teacher needs to be flexible and have good time management skills.

**Essential Duties and Responsibilities** include but not limited to:

- Implement the weekly lesson plan that was created by the teacher. May need to create and implement their own lesson plan
- Implement the daily routine
- Foster a safe and developmentally appropriate classroom environment that serves the needs of all children within your care
- Be consistent in planning innovative ways of keeping children actively engaged in learning through play whether it be with one child or a full class
- Ensuring the social and emotional growth of the child
- Addressing the physical and educational needs of the individual child and group.

- May need to compose detailed reports for parents
- Mentoring and supervising teacher aides to ensure that they are performing their classroom duties correctly
- Adhering to legal and educational requirements to ensure students' well-being
- Representing the school to relevant stakeholders
- Fostering partnerships and trust with families
- Additional responsibilities may be assigned

### **Requirements:**

- Associate's or Bachelor's degree in the field of Early childhood education is preferred
- Minimum certifications considered includes a CDA in Infants/toddlers and/or Preschool aged children or equivalent
- Valid state license or equivalent
- Proven experience in curriculum development and implementation with prior experience in teaching within this age group
- Excellent interpersonal and leadership skills
- Strong analytical and problem-solving skills
- A passion for early childhood development

### **Additional Requirements:**

All new employees of the Wueeechanunk Shinnecock Preschool must submit to and pass a comprehensive background check and be fingerprinted.