



## Title

Substitute Teacher  
Updated: 11/21/2016

## Job Overview

Family Connections is committed to nurturing each child's social, emotional, physical, and cognitive development from early childhood to school-age. Our goal is to ensure a smooth transition from each stage of their lives for the children and their families. Additionally, our goal is to work closely with parents to enhance their involvement in their child's educational development. Programs include: Child/Parent Drop-In, Next Steps, Pre-K, Homework Club, and Chinese Saturday School.

## Job Highlights

- Assist teachers with daily management and responsibilities of classroom.
- Be consistent with the goals and the philosophy of the program
- Get familiar with available teaching and learning material and make sure such materials are properly utilized and make activities success-oriented
- Maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and on field trips
- Ensure that environment is safe, clean, clutter-free, visually aesthetic, and functional
- Interact with children in a positive, supportive, respectful and open-minded manner

## Qualifications

- 12 ECE Units
- Minimum two year teaching experience
- AA in Early Childhood Education or related field; Bachelor's degree preferred.
- Experience working with young children and families of diverse backgrounds.
- Bilingual in Cantonese/English or Spanish/English strongly desired
- Knowledge of child development
- Knowledge of classroom management
- Ability to assess for child abuse, neglect & unsafe situations
- Ability to problem solve
- Flexible team player
- A warm and caring personality
- Excellent communication skills

## Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at [www.portolafc.org](http://www.portolafc.org).



### **Physical I Requirements**

#### Teaching:

- involves walking, stooping, bending, kneeling, reaching and interacting with children
- occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips.
- involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs. May rarely be required to pick up child in emergency situation.

### **Compensation and Application Process**

- Competitive depending on experience (Range \$16.00 to \$18.00 per hour)
- Part-time/Non-Exempt Hours: This is an on-call, as needed position, with a minimum of 10 hours per week. Monday – Friday, 9:00am to 6:30pm (varies)
- To apply, email your cover letter (required) and resume to: [jobs@portolafc.org](mailto:jobs@portolafc.org). Please, absolutely no inquiring phone calls!

*Family Connections is an Equal Opportunity Employer.*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified