

Job Code:.....101588  
Position #: (PSA) (E)  
Developed by: DMHW; JA, SH  
Reviewed by: LK; SG; DLJ  
Approved by: .....LK  
Date: 10/92, 2/95, 7/96,  
10/04, 3/12; 9/15; 12/20;  
12/21; 3/22; 8/22

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Teacher, Long-Term Substitute (Child Development Center)  
**DIVISION:** Academic Affairs (College of Health Sciences)  
**REPORTS TO:** Coordinator, Child Development Center  
**GRADE:** 9  
**SUPERVISES:** Undergraduate Students

**BASIC FUNCTION:**

Responsible for curriculum planning and implementation, as well as for the supervision of a group of pre-primary children. Responsible for the supervision and training of undergraduate students interning in the Center. Communicate with the families of the children in the Child Development Center and serve as a representative of the Child Development Center to the surrounding community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan curriculum consistent with developmentally appropriate early childhood educational practice according to guidelines established by the National Association for the Education of Young Children and the RI Early Learning and Development Standards and serve as a model teacher in its implementation.

Prepare educational materials to meet the physical, social, emotional, and cognitive needs of a group of children, reflecting the RI Early Learning and Development Standards.

Complete developmental assessments of each child that incorporate the RI Early Learning and Development Standards and conduct biannual parent-teacher conferences with parents.

Interact daily with parents, sharing pertinent information regarding their children.

Assess, coordinate, supervise and evaluate intermediate level students enrolled in laboratory practicum experiential learning courses over the course of a calendar year (fall, spring, and summer semesters), incorporating State and national standards.

Serve as a representative of the Child Development Center in the Rhode Island Early Childhood community.

Attend all scheduled staff meetings, open houses and other parent functions, and assist in the planning and facilitation when appropriate.

Supervise staff, work study students and teacher assistants, and provide consistent feedback, evaluation, and professional development. Attend to emergency situations in the absence of the Coordinator.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in the general organization of the classroom and center.

Show flexibility in meeting the center's scheduling and emergency needs.

All CDC Teacher positions will have an initial assignment at either the Providence or Kingston center, however, assignments may be shifted to a different location (with advanced notice) based on demand or need, temporarily per the discretion of the CDC Coordinators.

Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Valid RI teacher certification at time of appointment. Comprehensive national background check at time of appointment. DCYF child protective services clearance at time of appointment.

RI Early Learning and Development Standards (RIELDS) Foundations: The 9 Domains within one year of appointment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in early childhood education, child development, or related field at time of appointment; Evidence of valid RI teacher certification at time of appointment; Evidence of having met comprehensive national background check at time of appointment; Evidence of having met DCYF child protective services clearance at time of appointment. Demonstrated knowledge of practices consistent with developmentally appropriate early childhood educational practice according to the guidelines established by the National Association for the Education of Young Children; Demonstrated experience partnering with families; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work collaboratively; Demonstrated experience and dedication to integrating issues of inclusion, equity, and social justice in your work; and, Demonstrated ability to work with diverse groups/populations. RI Early Learning and Development Standards (RIELDS) Foundations: The 9 Domains within one year of appointment.

**PREFERRED**: Minimum of one year of experience teaching pre-primary children in a laboratory school or related setting; Evidence of valid RI early childhood education teacher certification; and, Demonstrated experience in supervising undergraduate students.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**