



On-Call Sub

Innovative Services NW — 9414 Northeast Fourth Plain Boulevard, Vancouver, WA

We are a 56-year-old non-profit that values our employees. We have a variety of programs including Early Learning, Pediatric Therapy, and Employment Services, including a Janitorial Service that cleans county, state, nonprofit and private businesses in Clark County. Innovative Services NW serves more than 1,700 adults, children, and families, many on a daily or weekly basis here in Clark County, Washington!

SUMMARY: On-call substitutes fill in as needed in the early learning classrooms. This position requires a person to be very flexible and adaptable. Hours will vary and are not guaranteed.

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for design and implementation of educational programs and services.

ESSENTIAL FUNCTIONS:

- Meet the physical needs of each child
- Interact with children and extend learning experiences
- Facilitate social/emotional development in a self-esteem building environment
- Model appropriate behavior—positive guidance techniques
- Maintain licensing requirements and report all safety hazards to director
- Help keep classroom looking neat and professional
- Transfer to other classrooms as needed
- Help with clean up of outdoor area
- Positive customer service with parents
- Daily implementation of age appropriate activities and lesson plans
- Diapering every two hours for the non potty trained child
- Understanding of Washington Administration Code in regards to childcare
- Mandated CPS reporter
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Enforce administration policies and rules governing students.
- Observe students' performance, and record relevant data to assess progress.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.

- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Type, file, and duplicate materials.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Attend staff meetings and serve on committees, as required.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Laminate teaching materials to increase their durability under repeated use.
- Other duties as assigned

COMPETENCIES:

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

SUPERVISORY RESPONSIBILITY: None

WORK ENVIRONMENT:

The noise level is moderate to loud. Spaces may be somewhat confined. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

PHYSICAL DEMANDS:

The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; bend; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. A strong voice is required to maintain classroom control, sing with the children and converse with parents. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will

frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.

REQUIREMENTS (education, certification(s) and experience)

- 18 years of age
- High school diploma or GED or enrolled in a program
- Experience working with children
- Basic STARS (30 hours) required within 6 months of hire date
- 15 hours of STARS approved training every year thereafter
- Must pass a criminal history background check
- Ability to communicate with staff and families
- CPR and First Aid certifications within 90 day of hire date
- HIV education
- Negative TB test
- Food Handler's card
- Blood Borne Pathogen training
- Ability to lift 30 pounds or more
- Proficient in the English Language

Pay: \$12.00 /hour

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

TO APPLY:

Please head to our website and fill out the quick online application at:

<http://www.innovativeservicesnw.org/about-us/careers>

AN EQUAL OPPORTUNITY EMPLOYER

Innovative Services NW participates in E-Verify. Click the links below for more information:

[E-Verify Notice of Participation \(English/Spanish\)](#)

[E-Verify Right to Work \(English/Spanish\)](#)