

Innovative Services NW Job Description

Job Title: Substitute Teacher/Aide (On-Call)



CLASSIFICATION: 24

HOURLY/SALARY RANGE: \$14.18

REPORTS TO: EARLY LEARNING SUPERVISOR

EFFECTIVE DATE: 8/21/2020

SUMMARY: The substitute teacher or aide fills in as needed in the Early Learning program when a classroom employee is absent. They will provide instructional direction to children ages 12 month to 5 years old.

ESSENTIAL FUNCTIONS:

Classroom management

- Daily implementation of age appropriate activities and lesson plans
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Meet the physical needs of each child; provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities
- Interact with children and extend learning experiences
- Facilitate social/emotional development in a self-esteem building environment
- Model appropriate behavior—positive guidance techniques
- Help keep classroom looking neat and professional

Maintain health and safety

- Maintain licensing requirements and childcare WACs; report all safety hazards to director
- Provide diapering every two hours for the non potty trained child
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage

Support positive family interactions

- Positive customer service with parents

General program support

- Transfer to other classrooms as needed
- Help with clean-up of outdoor area

Perform other duties and projects as assigned

WORK ENVIROMENT: While performing the duties of this job, the employee regularly works in a preschool setting. 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 physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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.

AN EQUAL OPPORTUNITY EMPLOYER

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POSITION TYPE AND EXPECTED HOURS OF WORK: This is an on-call position. The childcare center hours are Monday through Friday 7 a.m. – 6 p.m. The hours for this position will vary and are not guaranteed. This position requires a person to be very flexible and adaptable.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- At least 18 years of age; High school diploma or GED required, 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 required every year thereafter
- Must pass a criminal history background check
- Obtain CPR and First Aid certifications within 90 day of hire date
- Negative TB test
- Food Handler's card
- Ability to lift 30 pounds or more
- Proficient in the English Language; multi-lingual preferred

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.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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