



FRANDELJA ENRICHMENT CENTER

Substitute Staff Job Description

Position:	Substitute Staff
Immediate Supervisor:	Site Supervisor
Salary:	Based on education and experience
Hours:	According to center needs
Available Benefits:	Opportunities for personal and professional growth

GENERAL DUTIES:

All teachers are responsible for the general supervision, management and assurance of safety, security and well-being of each child in the program. Support teachers provide classroom staff with breaks and assume teacher duties as substitutes when covering for absences. Additionally, some support teachers may fill specific roles such as outdoor classroom teacher to enrich the program for children.

DUTIES AND RESPONSIBILITIES:

- Responsible for the health, welfare, supervision and safety of the children.
- Greet each child in a warm and friendly manner and provide quality customer service at all times (for children, families, center staff and the community).
- Interact with the children and encourage their involvement in activities.
- Encourage and model language expansion, extended learning and problem-solving strategies throughout the day.
- Support classroom staff as needed when substituting for absent staff.
- Assume classroom staff duties when covering for breaks.

Such as:

- Implement daily activities based on approved curriculum and center philosophy.
- Provide a warm, safe, and caring learning environment that is kept orderly, clean, appealing and in compliance with Environment Rating Scale or similar tool.
- Encourage family involvement in center activities and educational opportunities.
- Supervision of children in the classroom, on the playground, and field trips.
- Follow universal health precautions in all situations.
- Perform daily health checks upon arrival of every child.
- Observe children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special need and reports these signs immediately to the Program Director for needed follow-up.
- Implement behavior plan as needed or seek help for challenging behaviors from the Program Director and/or Mental Health consultant.
- Maintain classroom and playground, providing a safe and healthy environment.
- Provide overall supervision of toileting and bathroom time.
- Supervise and model all mealtime/snack time activities and complete related record keeping.
- Ensure center personnel policies are followed.
- Keep scheduled hours and sign in/out every shift.
- Avoid showing favoritism or bias towards individual staff, parents, or children.
- Participate in staff meetings, trainings, conferences, etc., as required.

- Utilize resource materials, articles, videos, etc.
- Participate in on-site and off-site professional growth activities.
- Work cooperatively with center administration for the success of the organization.
- Additional duties may be assigned as needed for smooth operation of the organization.

MINIMUM REQUIREMENTS:

- Must be 18 years or older.
- High school graduate or equivalent GED.
- One year experience with infant/toddlers and/or preschool children preferred.
- Min. 12 units completed in Early Childhood, Child Development (3 units in Infant/Toddler for the infant program), a current California Department of Education Child Development Teacher Permit or an Associate, Baccalaureate, or advanced degree in Early Childhood Education or related field (and apply for a CDE Teacher Permit).
- Substitute employees may start with less than 12 units as long as employee has a minimum of 6 units and continues to remain enrolled in classes until the 12 units have been earned.
- Pass physical exam, TB test, Criminal Record Clearance and Fingerprints and all other state license requirements.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with children, parents, and staff.
- Maintain and support program policies and procedures.
- Expressed commitment to the program and its philosophies during the term of your employment.

PHYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Ability to sit/stand both indoors/outdoors for prolonged periods.
- Ability to see, hear and speak.
- Ability to participate in regular standing, walking, kneeling, bending, twisting, pushing, pulling, crouching, grasping, reaching above, and below the shoulder.
- Ability to lift/carry 25 lbs.
- Ability to multi-task in an energy demanding and often noisy environment.
- Ability to operate computer and complete other repetitive motion tasks.

CONFIRMATION:

My signature below indicates I received and intent to comply with this Job Description listed.

Signature: _____ Date: _____

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Accepted *(Please place a copy of this document in employee’s file.)*

Staff Initials: _____