



Substitute Teachers

SCOPE: Childcare/Substitutes are responsible for assisting teachers and/or providing support in the classroom environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Plan and manage children's activities and projects as needed
- Maintain open communication with coworkers and parents
- Maintain confidentiality
- Report any suspected abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment; administer first aid in a timely manner when needed.
- Attend in-service and staff meetings when necessary
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations

QUALIFICATIONS:

Required:

- Experience working with young children
- Ability to adhere to safety practices and procedures as required by state and federal laws.
- Ability to prepare and maintain accurate records, understand written instructions and procedures, prepare and write pertinent documents, and speak clearly and understandably.
- Ability to perform the tasks and functions as required by the job including preparing and implementing age-appropriate programs and activities, providing positive reinforcement to children and dispensing assertive disciplinary practices.
- Ability to work and communicate with a diverse group of people.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.

Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and

objects are important aspects of this job.

OTHER REQUIREMENTS:

Required within 90 days of hire:

- First aid and CPR card
- Food and Beverage Handler's Permit
- TB screening

Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.