

Job Description Ashe County Partnership for Children

Job Title: Early Childhood Substitute Teacher **Reports To:** Family Support Director
Classification: Non-Exempt **Department:** Family Support/Family Literacy
Effective Date: April 1, 2010

Job Statement: The Early Childhood Substitute Teacher provides on-call assistance in the early childhood classrooms. The Early Childhood Substitute Teacher reports to the Family Support Director.

Duties include, but are not limited to:

1. Assist in early childhood classrooms (participate in classroom activities, help take children outside, help with diaper changing or toileting, and feeding snack or lunch, etc.). Provide breaks for classroom teachers.
2. Be respectful of children and use appropriate language and tone with the children.
3. Participate in activities of the Partnership that include, but are not limited to, committee meetings, events sponsored by the agency, trainings sponsored by grantors, or other trainings and conferences deemed important to the function of the job.
4. Represent the Partnership to the community in a positive and appropriate manner.
5. Any other projects, tasks or assignments considered necessary for the well-being of the agency.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Requirements:

1. Education and/or Experience: Associate's degree in Early Childhood Education, Child Development, or related field from a college or university preferred, but not required; child care credentials preferred, but not required. (Child care credentials are required to be left alone in a classroom after a certain length of time offering substitute services.)
2. Ability to read/interpret documents such as safety rules, operating instructions, procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to speak effectively before individuals or groups of clients and/or employees of organization.
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
6. Computer skills: ability to use or learn to use email.

Certifications, Licenses: "It's SIDS" training within 3 to 4 months after hire date

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of all student and child information and protecting the confidentiality of all Partnership information, files and records.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to sit, stand and walk. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An individual in this position will be exposed to conditions typical of traveling office staff.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.