



Job Title: Substitute Assistant Teacher

Purpose: Provides support to the Director or Lead Teacher, with the majority of their time spent supervising children and helping them learn in an environment that fosters the development of the whole child in the absence of the regularly scheduled Assistant Teacher. Helps with the cleaning and upkeep of the child care facility.

Responsibilities/Job Tasks:

1. Must be flexible with scheduling and willing to fill in when needed.
2. To show interest and be comfortable working with all age groups.
3. Understand and implement both center's philosophy and developmentally appropriate practices in environment set-up, lesson plan implementation and child/staff interactions.
4. Communicate frequently with Lead Teacher, families, children and other staff both verbally and in writing. Cooperate with Director/Administrator in carrying out the philosophy and goals of the center.
5. Use good judgment in both multiple task and high stress situations.
6. Get down to children's level to hug, hold and meet other physical needs of children.
7. Respect confidential children's files and medical logbook.
8. Attend staff meetings and maintain continuing education.
9. Understand and implement Wisconsin Licensing Regulations, the Young Star System and NAEYC Accreditation Criteria.
10. Maintain a safe and healthy environment for children.
11. Assist in emergency situations such as evacuations in a calm manner.
12. Serve as a good role model for children.
13. Report observations of the children's development to the teacher for discussion.
14. Help to provide a balance of activities with smooth transitions.
15. Prepare and serve nutritious snacks and meals in an environment, which invites conversation and learning.
16. Work with the teacher in a cooperative environment.
17. Perform occasional clerical duties to maintain children's records as well as parent communication.
18. Perform housekeeping duties to maintain a healthy and safe environment for children.

Qualifications:

- **Education:** Minimum of 40 hours of Early Childhood Education is required to meet state licensing requirements. For example, Introduction to the Child Care Profession (EC1). Employee must hold certificate of completion of course work.

- **Experience:** Has worked with children or prior babysitting experience.
- **Behavior:** Be reliable and responsible for scheduled hours without presence of drugs or alcohol and maintain a positive attitude toward children, staff, families and visitors.
- **Flair:** Show professional attitude with a desire to grow in the field of early childhood education.
- **Age:** At least 18 years of age.

Employee must obtain Registry Certificate within first three months of hire.

Some lifting of children and play equipment (up to 40 pounds) is required. Employee will also be required to sit on the floor, get down to the children's level, take children outdoors for play and walks, go on occasional field trips outside of the center, perform evacuation drill and use cleaning chemicals.

Background Check/TB Test: Must be able to pass a criminal background check and a physical examination with negative TB results.

Dress Requirements: Employee must follow the center's dress code as listed in the center's policy including all revisions.

Negligence Area: If convicted of certain crimes, employees may be barred from continued employment until the bar is lifted through a DCF rehabilitation review. A list of such crimes is available upon request.

Compensation and Benefits Package is based on education and experience.