



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

POSITION: ON CALL SUBSTITUTE

PROGRAM: CHILD DEVELOPMENT DIVISION, A Program of Community Bridges

POSITION DESCRIPTION:

Under the general supervision of the Division Director and direct supervision of a Site Supervisor, provide scheduled classroom coverage for children. On Call Sub will be scheduled, for example, to cover a teacher's sick day, rotate between programs every few days to provide release time for teachers, cover a vacation for two or more weeks, or be placed in a vacant teacher position until filled. On Call Substitute will assist teaching staff with supervision of children and carrying out daily routines, assist with positive conflict resolution, appropriate curriculum activities and daily classroom transitions.

DUTIES AND RESPONSIBILITIES:

1. Provides for health and safety of children.
2. Creates and maintain an age appropriate indoor/outdoor environment.
3. Fosters children's self-help, problem solving and positive conflict resolution skills.
4. Assists Teachers in planning and implementing weekly curriculum plans appropriate to the developmental needs of children.
5. Uses a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges.
6. Responds calmly and appropriately to children's undesirable behavior such as hitting, kicking, throwing things, spitting or name calling, etc.
7. Reacts quickly and properly to keep children safe in all circumstances including emergencies.
8. Assists in setup, serving and cleanup of snacks and meals.
9. Assists with indoor/outdoor set-up and clean-up and opening and closing of center.
10. Complies with all policies and practices as detailed in agency Personnel Policies.
11. Observes safety and health standards for as detailed in agency "Employee Injury and Illness Prevention Program" handbook.
12. Remains knowledgeable about current Emergency and Disaster plans and know your specific responsibilities in response to an emergency/disaster.
13. Knows location of and how to use emergency shut-off for water, electricity and gas.
14. Other job related duties as assigned.

15. Communicate effectively and respectfully with parents, staff and volunteers at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM REQUIREMENTS:

Knowledge in:

- Methods and techniques of early childhood education
- Fluent bilingual English/Spanish preferred
- Basic writing and record keeping
- Child Health and First Aid
- An understanding of basic child development

Ability to:

- Teach and supervise preschool children
- Plan, organize and direct appropriate classroom activities
- Communicate and work cooperatively with other staff, volunteers, parents and representatives of community organizations and agencies
- Use a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges.
- Respond calmly and appropriately to children's undesirable behavior such as hitting, kicking, throwing things, spitting or name calling, etc.
- React quickly and properly to keep children safe in all circumstances including emergencies.

OTHER REQUIREMENTS:

- Have at least 12 ECE units including core courses to qualify and maintain an Associate Teacher permit or higher.
- Have at least one year experience in paid or unpaid work in a child care setting
- Fluent Bilingual English/Spanish preferred
- Possess physical stamina to stand for long periods of time. Must be able to bend, stoop, turn body quickly and get up and down from ground level frequently throughout the day. Must be able to move quickly to respond to child safety. Have sufficient strength to lift up to 50 lbs.
- Must pass a criminal background check.

LICENSING REQUIREMENTS:

- Complete a Child Abuse Index Check form and be fingerprinted and criminally cleared prior to beginning employment.
- Obtain a health screening and TB test within 7 days of employment.
- Provide transcripts of college courses prior to beginning employment
- Sign a “Mandated Reporter”, which requires employee to report suspected child abuse.

UNION:

The On Call Substitute Teacher position is represented by the SEIU bargaining unit.

BENEFITS:

- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Paid lunch if applicable.

RATE OF PAY AND HOURS:

- This is an on-call, non-exempt position—hours vary.
- The starting salary range is \$11.78-\$13.69/hr, depending upon education and experience (plus a \$0.40/hr bilingual differential upon passing a test administered by the HR department, and a \$0.20 on-call differential).
- On-site attendance during scheduled work hours is required of this position.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at:
<http://www.communitybridges.org/employment.htm>.
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender identity, color, marital status, or medical condition.

I understand the responsibilities and standards of my position, as listed above, and I agree to fulfill them to the best of my abilities.

Employee Signature:

Date: