



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Reposted: January 23, 2023
Open Until Filled

POSITION: SUBSTITUTE
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: EARLY EDUCATION DIVISION OF COMMUNITY BRIDGES
SANTA CRUZ COUNTY

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:

Under the general supervision of the Division Director and direct supervision of a Site Supervisor, the Substitute will provide scheduled classroom coverage for children. The incumbent 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. Substitute will assist teaching staff with supervision of children, daily routines, positive conflict resolution, and appropriate curriculum activities and daily classroom transitions.

DUTIES AND RESPONSIBILITIES:

- Provides for health and safety of children.
- Creates and maintain an age appropriate indoor/outdoor environment.
- Fosters children's self-help, problem solving and positive conflict resolution skills.
- Assists Teachers in planning and implementing weekly curriculum plans appropriate to the developmental needs of children.
- Uses a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges.
- Responds calmly and appropriately to children's undesirable behavior such as hitting, kicking, throwing things, spitting or name calling, etc.
- Reacts quickly and properly to keep children safe in all circumstances including emergencies.
- Assists in setup, serving and cleanup of snacks and meals.

- Assists with indoor/outdoor set-up and clean-up and opening and closing of center.
- Complies with all policies and practices as detailed in agency Personnel Policies.
- Observes safety and health standards for as detailed in agency “Employee Injury and Illness Prevention Program” handbook.
- Remains knowledgeable about current Emergency and Disaster plans and know your specific responsibilities in response to an emergency/disaster.
- Knows location of and how to use emergency shut-off for water, electricity and gas.
- Other job related duties as assigned.
- 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.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods, philosophy and techniques of early childhood education; and
- Report preparation and record keeping.

Ability to:

- Plan, organize and implement a developmentally appropriate program for children;
- Work effectively and respectfully in collaboration with coworkers as part of a team;
- 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.; and
- React quickly and properly to keep children safe in all circumstances, including emergencies.

LICENSING REQUIREMENTS:

- Must qualify for a Child Development Associate Teacher permit or higher under the State of California CDD Matrix. The minimum requirements to obtain an Associate Teacher permit are as follows:
 - Must have 12 Early Childhood Education (ECE) units, including core courses in Curriculum, Child Family & Community, and Child Growth Development.
 - Must have at least 50 days of experience in paid or unpaid work in a child care setting in the previous 2 years.
- Must maintain an active permit once obtained, which requires completion of a minimum of 105 hours of professional growth every five years.

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 40 pounds.
- Must be able to stoop, bend, kneel, push, pull, turn body quickly and get up and down from ground level frequently throughout the day.
- Must be able to stand for long periods of time.

OTHER REQUIREMENTS:

- Must provide valid CPR certification and Pediatric First Aid training certificate or be willing to obtain both within 30 days of employment.
- Must be fingerprinted, complete a Child Abuse Index Check form, and be criminally cleared prior to beginning employment.
- Must undergo a health screen and TB test and submit the results within 7 days of employment.
- Must provide transcripts of college courses prior to beginning employment.
- Must sign a “Mandated Reporter” agreement, which mandates employee to report suspected child abuse.
- Must have a valid CA driver’s license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- Must be proficient in English, fluent bilingual English/Spanish is preferred.
- Must be fully vaccinated against COVID-19, including a booster shot when eligible.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:

The Substitute position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a on-call, non-exempt position—hours vary.
- The agency rate of pay range for this position is \$18.30 - \$22.12/hour (plus.40 per hour bilingual differential upon passing a test administered by the HR department).
- On-site attendance during scheduled work hours is required of this position.

BENEFITS:

- Eligible for paid sick leave.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period
- Employee Assistance Program.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@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 application may be downloaded at: <http://communitybridges.org/employment>
- 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 age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.