

## **Job Description**

<b>Position Title:</b>	On-Call Substitute
<b>Departments:</b>	PreK Program
<b>Job Classification:</b>	Temporary/Seasonal; On-Call
<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Director of Early Learning
<b>Revision Date:</b>	9/27/18

### **Summary:**

The United Way of Santa Fe County (UWSFC) Early Learning Center at Kaune is a state-funded PreK Program for 3- and 4-year-olds that seeks to strengthen families and the community through an interconnected network of early intervention, education, economic development and family support programs. UWSFC is comprised of programs and services including First Born® Home Visiting, Great Start Family Support Home Visiting, PreK, Family, Friends and Neighbors, and the Dolly Parton Imagination Library.

The On-Call Substitute is responsible for providing on-call program support in the event of a staff absence or as additional program support. The On-Call Substitute reports for duty on time and performs quality classroom supervision, instruction and teacher and program assistance. The On-Call substitute complies with program policies and disciplinary standards. There are no guaranteed hours of work.

### **Key Areas of Responsibility:**

- Teach and/or care for children as needed and directed by teachers and the Director.
- Take children to the bathroom and relieve teachers as appropriate.
- Ensure that all CYFD regulations for childcare including those pertaining to health and safety are met for each child at all times, including knowledge of and participation in emergency evacuation procedures.
- Follow program, discipline, and confidentiality policies and procedures for the UWSFC Early Learning Center at Kaune.
- Participate in mandatory trainings that may be held outside regular working hours (evenings/weekends) as necessary.
- Support teachers in observing and documenting children's interests and developmental indicators.
- Cover classrooms for planning time as directed by the supervisor.
- Perform classroom and/or childcare preparation as instructed by supervisor.
- Participate with program and teaching staff to coordinate classroom activities.
- Prepare, clean and supervise meals as instructed.
- Maintain classroom materials and furniture as outlined in the Early Learning Center sanitation policy.
- Assist teachers and other program staff as needed.
- Report concerns regarding students, families, and staff directly to the Director.
- Exhibit professionalism, tact and patience when communicating with children, families, employees, and staff at all levels of the organization.
- Collect and keep the meal counts current and accurate.
- Maintain a neat and clean kitchen, community space and classroom.

- Make sure books, materials, and supplies are used appropriately and properly put away each day.
- Perform other duties as assigned by teachers and the Director.

**Qualifications:**

- Minimum of high school diploma/GED and one year of experience working with children in groups.
- Prefer experience and/or education in early childhood or elementary education, lesson planning, and/or enrichment activity planning
- Bilingual (English/Spanish) preferred.
- Ability to work well in culturally diverse setting and knowledge of local population served, to include elementary-school aged children and families representing a wide range of socio-economic and risk factors.
- Ability to pass a mandatory background clearance required of all childcare workers in the State of New Mexico.
- CPR certified preferred.
- Works sensitively with the children, families, and teachers at the program site.
- Communicates clearly and accurately, orally and in writing.
- Functions effectively and cooperatively as a team member.
- While performing the duties of this job, the employee is regularly required to walk, stand, drive, and sit for long periods of time. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 40 pounds. Environmental stress may occur. The employee may be exposed to chemicals, pesticides or other agents used at the school facility. There is a potential for exposure to infectious diseases. The noise level in the environment is usually moderate to loud.

To apply, please complete the [UWSFC Application for Employment](#).