



Substitute Teacher Job Description

Revised August 2018

sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

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|--------------------|-------------------------------------|---------------------|-------------------|
| Position: | Substitute Teacher | Wage: | \$12.00 - \$14.00 |
| Department: | A Special Place | Pay Basis: | Hourly |
| Reports To: | Center Director and/or Lead Teacher | FLSA Status: | Non-Exempt |
| Hours/Week: | On-call (varied hours) | Benefits: | N/A |

Position Summary

Working under the direction of the Center Director/Site Supervisor and in collaboration with the other teaching staff, teachers are responsible for developing and implementing a quality childcare program that helps develop children's physical, social/emotional, and cognitive areas of development. This can include, but is not limited to, modeling positive communication, nurturance, and effective problem-solving skills. Responsible for planning classroom and small group activities around weekly themes and children's skill set, setting-up and cleaning-up activities, assisting with the arrival and departure of children, and maintaining appropriate classroom records. Teachers develop and maintain professional communication and dialogue with parents and hold bi-annual parent/teacher conferences with the family of their primary group of students. They also complete necessary assessments for children and participate in all Center activities.

Distinguishing Characteristics

This is the journey level of the Child Care career ladder. This classification works with less supervision than the Child Care Assistant, but recognizes all levels of experience have a role in the team. This classification must meet and maintain no less than the minimum qualifications to meet State of California, Title 5 requirements (minimum: Teacher Permit), including professional growth activities. The Site Supervisor is the next level in the career ladder and is responsible for site supervision.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

- Assists with opening and closing the Center, which may include setting up/putting away materials, arranging classroom environment, and performing cleanup.
- Facilitate morning communication, checks and communicates telephone messages and communications from parents, takes attendance, conducts health checks as children arrive, and communicates necessary information to all team members.
- Supervises children inside and outside in daily activities and works with the assistance of the Site Supervisor to develop relevant and age-appropriate curriculum (small and large group). Maintains daily schedule to meet children's needs, and conducts daily group time activities (small and large group). Incorporates culturally competent/multicultural materials and activities.
- Conducts authentic assessments (initial 60 days, then every six months) and parent-teacher conferences (every 6 months).
- Implements positive discipline techniques, including discussing alternative ways to handle situations with children using positive tone and language, and limited "time-outs," consults with Center Director about

sending child home in cases of illness/injury and documents incidents with appropriate communication forms.

- Promotes and enhances children's development through nurturing and positive interactions; handles inappropriate behavior with positive discipline; speaks to children in a positive tone of voice using positive language; redirects children to appropriate alternatives, models appropriate responses to the situation, has positive interactions with children at all times, shows respect and consideration for all, and always has consideration for children and their feelings. Leads activities which promote children's self-esteem, including acknowledging and reinforcing positive behavior.
- Performs routine non-instructional activities related to the care of children, including clothing, feeding, and assisting with toileting. Teachers participate actively in the classroom task rotation. This includes, but is not limited to, activity planning and prep, daily chores, and center cleaning. Maintains all curriculum areas and uses existing materials effectively. Maintains group/project bulletin boards and other displays, provides a list of materials needed to the Center Director. May care for classroom animals.
- When assigned, handle breakfast, lunch and snack, meal prep and clean up.
- Upon children's departure, is responsible for their release to authorized persons only. At the end of the day, teachers are responsible for the daily cleaning responsibilities at the Center, leaving the center clean and ready for the following school day.
- Models positive and professional communication with all parents and maintains family confidentiality. Follows through on issues and actions with parents, at the direction of the Center Director, and makes appropriate reports as necessary.
- Participates in program evaluations and works with other staff to implement any changes needed.
- Continues professional development to meet and maintain State of California, Title 5 Child Development Division qualifications for Teacher position (minimum of Teacher permit); maintains record of professional growth activities.
- Performs other duties as requested.

Organizational Culture

A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Child care experience preferred
- ECE units preferred
- First aid and CPR certificates a plus.
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Prior to employment, must pass pre-employment physical and drug test
- Prior to employment or within 30 days of employment provide proof of immunizations to influenza, pertussis and measles.
- Valid CA driver's license and current auto insurance
- Must be 18

Knowledge & Skills:

- Needs of preschool children, including early child development stages
- General behavior management techniques
- Positive discipline techniques
- Indoor/outdoor recreational activities suitable for young children
- Standard English usage, spelling, grammar and punctuation
- Basic arithmetic computation;
- Universal Precautions and other safe work practices

Ability to:

- Communicate with children and adults from varied backgrounds, cultures, and socio-economic levels. Has the ability to work with children and families where English may not be the primary language.
- Direct age appropriate activities for pre-school age children, lead group activities using positive reinforcement and positive discipline.
- Handle and lift young children safely and Interact with students during recreational and classroom activities which require twisting, bending, pushing.
- Analyze situations accurately and adopt an effective course of action, including remaining calm in stressful situations. Apply general behavior management techniques effectively in a variety of situations;
- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner. Maintain and improve professional skills and knowledge.
- Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change.
- Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.
- Administer basic first aid and CPR

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Proficiency in another language other than English, specifically, Spanish or other locally significant languages

Physical Requirements

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.

- Candidate must be able to lift up to 50 pounds
- Movement within preschool and office environment
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Frequently required to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with preschool aged children and maintenance of the child care center environment

TO APPLY: Submit Resume & Cover Letter to wadams@ywcasc.org with “Substitute Teacher” in subject line.