



Position Title: **Substitute Teachers/Children's Center**

Last Updated: January 2025

Reports To: Children's Center Director

Status: Non-Exempt; Part-Time Hourly As Needed

Schedule: Academic year; Actual hours will be assigned per the needs of the department

Benefits: Not benefit eligible; Sick time allowed per Massachusetts Earned Sick Time Law
Tuition Remission Eligible - No

Summary Description:

This position is responsible for assisting the Children Center's Director and teachers in program on an as need basis to cover for other teacher absences, either short or longer term.

Essential Functions:

- Carry out developmentally appropriate activities and experiences in accordance with the philosophy and practices of the Children's Center
- Maintain expectations of daily routine and classroom environment
- Supervise and be actively involved with children assigned to your activity; responsible for health and safety at all times
- Assist teachers with caring for children in the classrooms, on walks, or on the playground
- Set-up lunch areas, which include cleaning tables, setting up dishes, and preparing foods
- Float between all classrooms to insure sufficient coverage and supervision of all children at the Center
- Responsible for direct supervision of children enrolled at the Children's Center
- Treat all children with dignity and respect. Use guidance and discipline strategies that are consistent with positive parenting, and protocol in place at Center
- Assist the Director and other staff in developing positive parent-center relationships
- Attend all staff meetings and recommended training/professional development programs as directed
- Engage in behaviors conducive to team building with other staff, such as open communication, encouragement, support and tolerance of each other
- Responsible for implementation and monitoring of ethical standards, and best practices for child care and center-related services
- Must know emergency procedures and protocol

Additional Responsibilities:

- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- All Williston employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- Perform a variety of clerical/administrative/program tasks as needed
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Other duties as needed or assigned by the Children's Center Director

Qualifications:

- High School Diploma Required
- EEC certification is a plus but not a requirement
- Associate degree preferred in Early Childhood Education
- Must demonstrate experience working with children
- Flexible demeanor
- Appropriate organizational and communication skills
- Valid First Aid and CPR certificate issued by an authorized agency
- Ability to work independently
- Ability to perform light housekeeping duties as required
- Solid computer skills including working knowledge of Word, Excel, Outlook, and the Internet
- Strong skills for multitasking and prioritizing responsibilities as situations arise and priorities may change frequently and rapidly
- Must be able to work intuitively and independently as well as part of the Child Center team
- Demonstrated interpersonal and communication skills for successfully interact with diverse constituents that utilize the center
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license and have own transportation
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time
- Regularly bends, lifts, pushes, kneels, crouches, crawls, stoops at children's level
- Must be able to lift children weight up to 50 pounds
- Reaches at and above shoulder height to access higher areas of play equipment, etc.
- Is capable of adapting to frequent changes in position throughout the work shift
- Has use of hands and fingers for manipulation and using computer keyboard, children's educational tools and play equipment, perform first aid and CPR
- Has specific vision abilities required include close vision, distance vision, color vision and depth perception

Working Environment:

- The noise level at times may be loud in the work environment
- The employee may come in contact with children who are ill/contagious
- The employee may be exposed to odors associated with toileting and with children who become ill
- The environment may be stressful at times, with a number of situations happening at once

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.