

ECE Substitute Aide

JOB DUTIES

- Tend to and protect children's physical, emotional and social needs as well as routine care needs, including feeding, napping, diapering, per State regulations
- Assumes all duties and responsibilities of the absent staff member
- Follows written lesson plans if available; consults with the Center Director and/or staff to resolve questions and/or concerns
- Complies with all building procedures and schedules; promotes the proper use and care of school property

JOB EXPECTATIONS

- Manage schedule through automated system to indicate availability
- Accept substitute assignments proactively or reactively when available
- Follow through with scheduled assignments
- Must model professional appearance, attitude, and demeanor
- Must demonstrate an appreciation of diversity
- Must be able to maintain student and staff confidentiality

SKILLS AND SPECIFICATIONS

- Must be at least 18 years of age
- EDUCATION: Dependent on state; typically requires a minimum of a high school diploma
- EXPERIENCE: Dependent on state; typically requires no early childhood education experience
- CERTIFICATION: Dependent on state; must maintain current State mandated training certifications and renew as needed
- Ability to follow both oral and written directions/instructions
- Ability to communicate effectively through both oral and written means
- Ability to handle stressful situations
- Ability to maintain confidentiality of student matters
- Ability to effectively manage time and responsibilities
- Ability to be professional in appearance, attitude and demeanor
- Ability to lift, sit, or stand for long periods of time