

**OLD MILL CENTER FOR CHILDREN AND FAMILIES  
JOB DESCRIPTION**

**POSITION IDENTIFICATION: EARLY CHILDHOOD CLASSROOM SUBSTITUTE TEACHER**

**POSITION SUMMARY:** The Substitute Teacher will be responsible for carrying out the planned lessons and supporting the individual and developmental needs of children ages 6 weeks to 2 ½ years; 2 ½ -5 years; 24-36 months or 3-5 years of age enrolled in the Relief Nursery or Integrated Preschool programs.

**QUALIFICATIONS:** AA early childhood or Step 9 on the Oregon Registry and a minimum of 1 year early childhood experience. Must have early childhood knowledge that includes the ability to respond appropriately to each child's developmental level, to nurture and support each child's feelings and self-esteem, establish clear limits for behavior and have the ability to form positive relationships with families. Experience/background working with families with multiple risk factors and knowledge of community resources is also helpful. In addition, must have an agreement with the OMCCF and Relief Nursery mission.

**RESPONSIBLE TO WHOM:** The Assistant Teacher is immediately responsible and under the supervision of the Relief Nursery Therapeutic Classroom Teacher/Home Visitor, Infant/Wobbler/2 ½-5 Year Teacher or the Integrated Preschool Teacher.

**RESPONSIBILITIES:**

1. Responsible for Children's Educational Program including:
  - A. Helping to implement a developmentally appropriate educational program and providing a therapeutic environment that reflects the OMCCF and Relief Nursery philosophy.
  - B. Helping to assess children's developmental needs and integrating them into the curriculum and classroom environment and maintaining data and written records regarding daily activities, goals and progress.
  - C. Ensuring the safety of the children in the classroom, on the playground, during community events or on field trips, including the ability to lift up to 50 lbs.
  - D. Transporting children to and from field trips as needed.
2. Responsible for Parent Support and Information including:
  - A. Helping to ensure that information regarding child's assessment, goals and objectives and daily progress is regularly conveyed to parents as per the classroom team plan.
  - B. Working cooperatively with staff, interns, volunteers and community partners to support the philosophy.
3. Shared Responsibility in program and center operation including:
  - A. Helping to provide immediate supervision and support for volunteers and interns working in the classroom.
  - B. Helping to maintain a therapeutic and nurturing environment, supplies and equipment.
  - C. Communicating with the team about routines, events, problems, family concerns and center maintenance needs to support team approach.
  - D. Participating in Relief Nursery and OMCCF meetings and training as indicated.
4. Other Related Duties as assigned including:
  - A. Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
  - B. Maintaining and updating pediatric first aid/CPR, food handler's certification, approved auto insurance and a good driving record.

- C. Grooming as appropriate for the job.
- D. Reporting at regular working hours, being punctual and using an appropriate work ethic.
- E. Demonstrating good phone skills (courteous and positive) when representing Old Mill Center and Relief Nursery interests.
- F. Writing in a clear, concise manner.
- G. Participating in staff development activities, meetings and fundraising events.
- H. Following established standards, policies and procedures of OMCCF and Relief Nursery OARs.
- I. Enrolling & obtaining a step on the Oregon Registry
- J. Enrolling in Oregon Registry Online