



Old Mill Center  
for Children & Families

## **Job Description**

**Position:** **Substitute Teacher - Community Preschool/ Relief Nursery**

**Pay Rate:** **\$15.00/per hour**

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Substitute Teacher is part of the Education Team and will assist the Teachers with instructional activities and non-teaching tasks. The Substitute Teacher will work under the supervision of the Lead Teachers.

**Qualifications:** The Substitute Teacher will possess a AA or BS in Early Childhood Education or related, Step 3 or higher in the Oregon Registry and be able to demonstrate the following: ability to respond appropriately to each child's developmental levels, to support each child's self-respect and to establish clear limits for behavior; ability to use CPS model and trauma informed care mindset, ability to form positive relationships with children and adults; an ability to accept supervision, follow instructions, work independently and work as part of a team.

**Responsible to Whom:** The Substitute Teacher is responsible to the Lead Teachers.

## **Responsibilities**

1. Responsibilities for Children's Educational Program include, but are not limited to the following
  - Support children through "routine" times: eating lunch and clearing their places; brushing teeth, washing up and, "bathrooming".

- Supervise children during self-selected activities and outside activities.
- Assist in monitoring progress during stations.
- Maintain room and equipment, including sanitizing toys.
- Participate in classroom team meetings and Center staff meetings, when asked.
- Maintain the confidentiality of all client information.
- Other duties as assigned by the Lead Teacher.

## 2. Professional Standards

- Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintain and update CPR & First Aid certification.
- Grooming as appropriate for the job.
- Report at regular working hours, be punctual and use an appropriate work ethic.
- Demonstrate good phone skills (courteous and positive) when representing Old Mill Center for Children and Families' interests.
- Write in a clear, concise manner.
- Participate in staff development activities and staff meetings as able.
- Follow established standards, policies, and procedures of OMCCF.
- Establish and maintain an ORO account and complete the necessary 24 hours of training each ORO calendar year.