

***Learning Lamb Early Development Center  
Substitute Job Description***

***Job Title:*** Substitute Teacher's Assistant – Child Care

***Program:*** Early Childhood Education (ECE & SAC)

***Reports to:*** Child Care Center Director

***FLSA Status:*** Non-exempt

***Pay Rate:*** \$9.00 per hour

**SUMMARY:**

Provides childcare in a variety of programs, plans activities, implements the scheduled daily program, and assists the teachers in a variety of ways.

**DUTIES AND RESPONSIBILITIES:**

1. Helps to ensure the safety and welfare of the children and protects each from physical or emotional harm. This includes performing all tasks with an appropriate level of confidentiality.
2. Provides an environment where everyone can have a positive experience throughout the day.
3. Treats all children, families, and staff members with dignity and respect, and allow for individual differences.
4. Prepares and follows a curriculum based on developmentally appropriate practices that helps each child reach his/her fullest potential in all areas of development.
5. Supervises and interacts with children at all times; mealtimes, rest periods, diapering/restroom times, playtimes, and activity times.
6. Provides care for young children, and school age children.
7. Maintains observation records and other required classroom logs correctly.
8. Knows all health and emergency policies of the program and is ready to implement them if necessary.
9. Helps with general housekeeping tasks.
10. Shows initiative in the improvement of early childhood education, the program, and the curriculum by sharing ideas and participating in available trainings.
11. Maintain a professional attitude at all times.
12. Maintain appropriate communication with staff, children, and families at all times. Maintain an open, warm and very professional relationship with all families.
13. Performs miscellaneous job-related duties as assigned.
14. Assist families with children's transitions toddler (2 ½ - 3) to preschool (4 – 5) and from preschool to kindergarten.
15. Maintain accurate, complete and timely client and child care center records. Completes daily attendance records.
16. Maintain up to date emergency forms, curriculum plans, individual child development profile and other records as needed.

17. Completed and reports any symptoms of child abuse to Center Director and/or child abuse hotline.
18. Completes daily health checks regarding hygiene, safety, and overall well-being of the children
19. Assures healthy, safe, clean and developmentally appropriate environment for children.
20. Assist with functioning and monitoring of proper nutrition is upheld for all individual students. Ensure lunches are well balanced and proper nutrition is being maintained.
21. Assist with supervision of volunteers for child care setting.
22. Provides functional training and guidance to assistants, interns, substitutes and volunteers assigned to the classroom as needed and required.
23. Reports all staffing and classroom/after school care program concerns to supervisor in a timely manner.
24. Reports family changes in schedules and excessive absences to center Director in a timely manner.
25. Participate in on-going in-service and educational development opportunities provided by the Child Care Center.
26. Participate in on-going development and evaluation of the center's outcomes and objectives.
27. In accordance with our "team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
28. Staff must believe in and act in accordance with both the Child Care Center and the programs mission statement.
29. Social Media presence must in no way be disparaging of LLEDC.

**MINIMUM JOB REQUIREMENTS:**

At least a High school diploma.

Associate or Bachelors in Early Childhood Education preferred, but not required.

Must have some knowledge of early childhood education – course work or prior experience.

CPR Certification required within 2 months of date of hire.

Must pass a pre-employment criminal background check.

TB Test must be completed and be read with results prior to employment.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of child cognitive, social, and skills development methods and techniques.
- Knowledge of play, reading, and quiet-time activities for children.
- Child supervision skills.
- Ability to provide basic nutrition and hygiene services for toddlers/young children and school age children.

- Knowledge of child care facility, services and/or staff licensure and certification requirements.
- Ability to provide a supportive and caring environment for children.

**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. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hands and fingers, handle or feel objects, tools/equipment, or controls and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend squat or crawl.
- Ability to carry up to 25 pounds and in case of emergency a 40-pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to smell, and distinguish odors that may be harmful to address concerns accordingly.
- May occasionally be required to drive a motor vehicle, or commercial bus.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**FOR CONSIDERATION:**

Send cover letter and resume to [admin@learninglamb.org](mailto:admin@learninglamb.org)

Learning Lamb Early Development Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Because of the co-location of Learning Lamb Early Development Center (LLEDC) with Adventist Christian Academy (ACA), Employees of LLEDC must ensure that their public and social media presence reflects positively on both LLEDC and ACA. Learning Lamb Early Development Center does require that employees must live a visible lifestyle that is compatible with Christian principles and employment guidelines of the Seventh-day Adventist church. The Learning Lamb Early Development Center board will be the sole arbiter of employment questions related to the application of those principles and guidelines. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

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Employee Name Print

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Employee Signature

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Date

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Director Signature & Date