

New Day Children's Center

Job Description: Floating Substitute Teacher

Expectations:

- Arrive on time with a positive attitude.
- Sign in and out every day.
- Greet all parents and children upon arrival to the center or classroom.
- All other job duties as assigned.

Duties:

- Assist with the execution of all classroom and outdoor activities.
- Assist with promoting the health, safety and well being of all children in the group.
- Assist with bathroom/diaper changing routines as needed.
- Assist with mealtime routines and family style dining.
- Assist with all required paperwork as needed.
- Assist with keeping the classroom environment neat and organized.
- Follow cleaning and sanitizing jobs/procedures according to classroom schedule.
- Work in the kitchen as needed.
- Complete mandatory staff training as required by OCFS.
- Create and maintain an Aspire profile. Provide Administrative Assistant with Aspire ID #, email login, and password.
- Attend evening staff meetings as needed.
- Attend center functions as needed.

Minimum Qualifications:

- Must be a high school graduate, at least 18 years of age.
- Must enjoy children and be able to interact with them sincerely and effectively.
- Must be able to relate to and respect parents from all socioeconomic backgrounds.
- Must be in good physical and mental health.
- Must be able to lift at least 40 pounds.
- Must be able to communicate effectively and respectfully with all administrative, teaching and kitchen staff.
- Must be dependable and reliable.