



## **Substitute Teacher**

**Title:** Substitute Teacher

**Immediate Supervisor:** ECEAP or Licensed Child Care Center Site Manager

**Supervisor:** Director of ECEAP Programs

**Division:** Volunteers of America Preschool Programs

**Program:** ECEAP

**Hours & Wages:** On Call/ DOE

**Date:** December 2014

### **General Function:**

The substitute is generally responsible for providing assistance and support to other ECEAP or licensed child care center staff. The substitute will receive instruction and guidance from the site manager. Other on-site staff may provide direction as needed or desired. Although every effort will be made in providing substitute with as much advance notice as possible, there will be times when our programs may need to call upon the services at the last minute. Substitutes may request an assignment to specific locations, only as Volunteers of America operates state-funded and licensed early learning programs in Everett, Sultan, Gold Bar, Granite Falls and Snohomish.

### **Qualifications:**

Substitutes are required to meet the same qualifications as those individuals working in the state funded ECEAP program or in licensed child care.

We appreciate the flexibility of those serving the agency on an "on-call" basis. There may be times when a long term substitute position may become available, changing the employment status and responsibilities of the employee, if mutually agreed upon by both parties.

### **Principle Activities:**

The substitute teacher plays a vital and necessary role in maintaining stability for our children and families in the event one of our staff is unable to be at work that day. Substitute may provide assistance and/or support to the site staff in any of the following daily activities:



- Supervises and interacts with children to extend their learning, ensures child safety and adult/child ratios are met at all times, and meets the unique needs of individual children when necessary.
- Facilitates small group activities.
- Models appropriate and professional practice aligned with ECEAP performance standards and state licensing requirements.
- Performs classroom and program housekeeping tasks.
- Communicates concerns as a result of child observation and/or child behavior to the site program manager.
- Enters hours worked into the agency's electronic time card system with the guidance of the site program manager before leaving for the day.
- Performs other tasks as needed or directed.

**Other Requirements:**

Substitutes are considered "on call" employees. They are required to meet with Human Resources prior to working at the sites to ensure all required paperwork is completed in full. Substitutes will be paid in accordance with the policies and procedures of Volunteers of America.

**Substitutes are required to have the following documents on file with the agency if they are applicable:**

- College transcripts
- STARS training certificates
- Current infant, child and adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Hepatitis B vaccination
- Negative TB test results
- Current Food Handler's card

Substitutes must pass a WA State Patrol Background check before they can work in the classroom.

Substitutes are required to review information on site related to the prevention of child abuse and/or neglect.



**If you wish to apply for this position, please email your resume and cover letter to:  
[civerson@voaww.org](mailto:civerson@voaww.org)**

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.