

Community Bridges / Puentes de la Comunidad

A Family of Programs Making a Difference

CHILD DEVELOPMENT DIVISION



| | |
|---|-------------------------------------|
| Fairgrounds Child Development Center | 2667 E. Lake Ave., Watsonville |
| Nuevo Dia Child Development Center | 135 Leibrandt St., Santa Cruz |
| Redwood Mountain Child Development Center | 7103 A Highway 1, Felton |
| Sycamore St. Child Development Center | 121 Sycamore St., Santa Cruz |
| Vista Verde Child Development Center | 1936 Freedom Blvd. Suite B, Freedom |

Posted on May 3, 2010

POSITION: ON CALL SUBSTITUTE

PROGRAM: CHILD DEVELOPMENT DIVISION

POSITION DESCRIPTION:

Under the general supervision of the Division Director and direct supervision of a Site Supervisor, provide scheduled classroom coverage for teachers who are absent. On Call Sub will be also be scheduled to provide release time for teachers, teacher vacation or a Leave of Absence. A substitute may be assigned to a vacant teacher position until filled. On Call Substitute will assist teaching staff with supervision of children, carrying out daily routines, assist with positive conflict resolution, appropriate curriculum activities and daily classroom transitions.

DUTIES AND RESPONSIBILITIES:

1. The health and safety of children is the #1 priority. Read and adhere to "Safety Practices and Protocols" to ensure safety of children...
2. Create and maintain an age appropriate indoor/outdoor environment.
3. Foster children's self-help, problem solving and positive conflict resolution skills.
4. Assist Teacher in planning and implementing weekly curriculum plans appropriate to the developmental needs of children.
5. Use a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges.
6. Assist in setup, serving and cleanup of snacks and meals.
7. Assist with indoor/outdoor set-up and clean-up and opening and closing of center.
8. Comply with all policies and practices as detailed in agency Personnel Policies.
9. Observe safety and health standards for as detailed in agency "Employee Injury and Illness Prevention Program" handbook.
10. Remain knowledgeable about current Emergency and Disaster plans and know your specific responsibilities in response to an emergency/disaster.
11. Know location of and how to use emergency shut-off for water, electricity and gas.
12. Other job related duties as assigned.
13. Communicate effectively and respectfully with parents, staff and volunteers at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.

MINIMUM REQUIREMENTS:

Child Development Division office located at 121 Sycamore St., Suite 100 Santa Cruz, CA 95060
Phone (831) 454-9920 □ Fax (831) 454-9926 □ e-mail MarilynM@Cbridges.org

Knowledge in:

- Methods and techniques of early childhood education
- Proficiency in English is required. Fluent bilingual English/Spanish preferred
- Basic writing and record keeping
- Child Health and First Aid

Ability to:

- Teach and supervise preschool children
- Plan, implement and supervise a curriculum activity or project.
- Communicate and work cooperatively with other staff, volunteers, parents and representatives of community organizations and agencies
- Use a supportive approach to manage children, especially when dealing with children with physical limitations, developmental or learning delays and emotional challenges.
- Respond calmly and appropriately to children's undesirable behavior such as hitting, kicking, throwing things, spitting or name calling, etc.
- React quickly and properly to keep children safe in all circumstances including emergencies.

OTHER REQUIREMENTS:

- Have at least 12 ECE units including core courses
- Must have or be eligible to apply for a Child Development Associate Teacher Permit.
- Have at least six months experience teaching in a licensed child care setting.
- Must speak English fluently. Bilingual Spanish a plus but not required.
- Ability to move quickly, turn, sit, stoop, bend, kneel and stand throughout the day.
- Strength to lift up to 40 lbs.

LICENSING REQUIREMENTS:

- Complete a *Child Abuse Index Check* form and be fingerprinted and criminally cleared prior to beginning employment.
- Obtain a health screening and TB test within 7 days of employment.
- Provide transcripts of college courses prior to beginning employment
- Sign a "Mandated Reporter", which requires employee to report suspected child abuse.
- Completion of Health & Safety Class to include valid CPR certification and Pediatric First Aid training certification or willing to obtain with 30 days of employment.

UNION: Positions of Teacher, Associate Teacher and On-Call Substitutes are represented by SEIU bargaining unit.

RATE OF PAY: Community Bridges has a ten-step salary schedule. Step increments are spaced 12 months apart. Salary is \$11.81 per hr (includes on-call differential of \$0.20/hr), plus .40/hr if you are in a bilingual required position and pass the bilingual test given by the Human Resource Dept.

HOURS: Position is On-Call; there are no guaranteed hours.

TO APPLY:

Child Development Division office located at 121 Sycamore St., Suite 100 Santa Cruz, CA 95060
Phone (831) 454-9920 □ Fax (831) 454-9926 □ e-mail MarilynM@Cbridges.org

Pick up a job description and application at Community Bridges, 236 Santa Cruz Ave., Aptos, CA. 95003. You can also visit www.communitybridges.org to download the application and job description. Contact Lorena Paniagua at (831) 688-8840, ext. 200 lorenap@cbridges.org.

Resumes may be submitted but will not be accepted in lieu of application.

APPLICATION DEADLINE:

Completed job application and resume must be returned to COMMUNITY BRIDGES Human Resources Department by **5 PM on Friday, May 7, 2010.**
Ongoing Recruitment.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

Rev; 8/8/08; 11/6/09; 5/3/10