

ECC Substitute

Hours: varied

Essential Duties and Responsibilities

1. Assist with maintenance of a positive and nurturing physical and emotional environment.
2. Follow daily plans and classroom routine.
3. Facilitate center operations during times when Lead Teacher is not present.
4. Actively participate in and reinforce children's play indoors and outdoors.
5. Promote and reinforce children's oral communication. Communicate with children at their physical level.
6. Assist Lead Teacher in preparing and maintaining an orderly classroom environment.
7. Enforce established classroom rules and limits for behavior consistently and calmly.
8. Follow classroom procedures for health and safety.
9. Maintain a cooperative working relationship with each family.
10. Inform the Lead Teacher and Director of center issues which may affect program or agency compliance or image.
11. Follow procedure for reporting suspected child abuse.
12. Follow site procedures for maintenance and security at the close of each day.
13. Act as an advocate for College Community Schools and College Community ECC in all program areas.
14. Work cooperatively with the center/classroom staff in program implementation.
15. Perform other duties as assigned.

Expectations

1. Support the organization's mission, vision, values, policy, and procedure by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership.
2. Consistently work in a positive and cooperative manner with fellow team members.
3. Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
4. Consistently come to work on time, working as scheduled, and leaving at the scheduled time.
5. Maintain appropriate attire and good grooming habits to support ECC's desire for safe and efficient operations, providing greater service, and better customer relations.
6. Ensure confidentiality of any information concerning an employee, child, family, financial condition or personal peculiarities is strictly maintained.
7. Ensure that personal health information is protected during its collection, use, disclosure, storage, and destruction within ECC as required by HIPAA.

Qualifications

- A high school diploma is required