

Twin Hills Union School District

Position Announcement

SUNRIDGE CHILD CARE SUBSTITUTE ASSISTANT

As needed, 3-4 hours per day

The Child Care Substitute Assistant is under the supervision of and is evaluated by the Child Care Coordinator. The Child Care Substitute Assistant helps in carrying out the goals and objectives of this program in a variety of positive ways. This position requires fingerprint clearance and TB testing.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent (must be over 18 years of age)
 - Experience working with elementary school age children either in a paid or volunteer capacity
- **Knowledge of:**
 - English in written and verbal form including the use of correct grammar and vocabulary
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Obtain certification in First Aid, CPR, and EPI Pen
 - Demonstrate good mental, emotional and physical health
 - Be prompt and present a neat, clean appearance
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on an occasional basis and in excess of thirty (30) pounds with assistance

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assist the Child Care Teacher and Coordinator in assigned instructional areas by reinforcing previously taught skills
- Interact with students, encourage performance, observe progress, and meet instructional reinforcement needs as they arise
- When supervising students assume responsibility for their safety and well being and maintain order and discipline through caring, respectful strategies
- Assist in keeping accurate attendance logs
- Share observations with the teacher and director and, when requested, discuss children with parents
- Restrict all observations to the school and never discuss a child's behavior outside of the classroom
- Read and/or tell stories to students
- Participate in staff meetings and conferences when the need arises
- Prepare the classroom activities by preparing materials, obtaining supplies, and readying necessary equipment
- Assist in maintaining organization and cleanliness of program areas, such as cleaning/wiping tables, clearing and storing materials, etc.
- Report all injuries incurred by children to director
- Follow accepted principles, practices, rules, and regulations of the district
- Perform other related duties as assigned

PAY SCALE - CLASSIFIED:

Range - D

Substitute -Range S-2/3

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Frequently, throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
- **Sitting:** Occasionally, while performing classroom duties.
- **Lift/Carry:** Frequently, 1-25 pounds; books, instructional materials, binders, files, paperwork. For lifting over 20 pounds, assistance is available.
- **Bending/twisting:** Occasionally, at knees/waist/neck throughout work shift.
- **Push/pull:** Occasionally, using both hands and arms exerting a force of 5-20 pounds while assisting students, moving manuals/paperwork, opening drawers and doors, etc.
- **Climbing/balancing:** Rarely, using stairs from lower classrooms/offices to upper classrooms.
- **Kneeling/crouching/crawling:** Occasionally, may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
- **Hands/arms:** Constantly, consistent use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/hearing/speech:** Constantly, to provide assistance to students and teachers. Assignment may require hand/eye coordination, depth perception and peripheral vision.

Mental

- Must possess necessary written and oral communication skills to complete assignments. Must be able to read, write, speak and teach English. Must possess interpersonal skills to work harmoniously with a wide variety of students, parents and staff. Must be able to adapt to work pressures that may include frequent interruptions and multiple tasks.
- Must be able to work independently and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students.

Work Conditions

- **Location:** Work is performed 80% within the school setting, 20% in an outdoor setting, walking on campus.
- **Hazards:** Trip hazards and slippery surfaces.
- **Equipment used:** General office equipment; copier, computer, 10-key, phones
- **Safety equipment:** None required.

HIRING PROCESS:

Mandatory Information to be submitted to Anna Maria Guzman Ed.D., Superintendent:

- Completed and signed district application (available in the District Office, address below)
 - A minimum of two letters of recommendation written within the last 12 months which support your application for the vacant position
 - Current resume
 - Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process
- District Office and submission address: 700 Watertrough Rd, Sebastopol, CA 95472**

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Position will remain open until filled**