

COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES
JOB VACANCY NOTICE # 08-82

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Date Posted: October 16, 2008

Program:	Early Childhood Education	Position:	Teacher Substitute
Location:	Hays and Caldwell Counties	Status:	Casual/Substitute
Schedule:	Will Vary	Salary:	\$7.11-\$9.98 / Hr
	Application Deadline: Open Until Filled		

Mission:

To mobilize resources and engage communities in order to move families out of poverty and to ensure their children's success in school.

Strategic Function:

Assists the Teacher One in providing quality, developmentally appropriate educational opportunities which meet the individual needs of every child.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

CLASSROOM RESPONSIBILITIES:

1. Communicates in a positive manner with parents and helps them feel welcome in the classroom.
2. Assists in the set up of the classroom in cooperation with the Teacher One.
3. Ensures appropriate supervision of all children at all times.
4. Presents classroom instruction in areas agreed upon with the Teacher One with enthusiasm and frequently acknowledges the positive performance of children in the classroom.
5. Ensures that all areas of the classroom are kept clean.
6. Knows and adheres to all vital performance standards and minimum standards at the classroom level (that is those standards having to do with child: staff ratio and health and safety). In addition, will inform the Center Director of any concerns regarding compliance with the minimum standard at the center level.
7. Assists with preparation of materials for instruction and the cleanup of materials after lessons.
8. Assists with the completion of daily documentation as required (child sign-in and out and meal counts).

OTHER:

1. Develops a positive and productive relationship with all parents by communicating with parents in a positive manner as frequently as possible.
2. Develops a positive and productive relationship with the Teacher One, Center Director and other staff by communicating frequently and using positive feedback as much as possible.
3. Follows safety guidelines when lifting equipment and picking up children.
4. Acts as a positive role model for children, families, staff, and volunteers.
5. Adheres to the Organization's Dress Code Policy and Code of Conduct.
6. Ensures safety, up keep, availability, and age appropriateness of all equipment which children use.
7. Maintains confidentiality and reports any breach of confidentiality to the Teacher One or Center Director immediately.
8. Cooperates and works as a team in the workplace by assisting others on a daily basis.
9. Assist with riding with children in authorized vehicles following all safety precautions.
10. Participates in workshops, in-service training and makes use of all professional growth opportunities.
11. Contacts the Center Director at least two hours before scheduled to work unless instructed otherwise by the Center Director.
12. Reports to Assistant Center Director in absence of Director.
13. Arrives on time and follows work schedule.

14. Reports all suspected child abuse to the Child Abuse Hotline at 1-800-252-5400 and to the Director of Family Development.

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

- CDA in the appropriate age group.
- Additional courses in Early Education or Child Development
- 6 months experience in an early education or child development center setting.

Required:

- Valid Texas Driver's License Class C and daily access to a vehicle
- Vehicle Insurance (Personal injury and liability)
- A high school diploma or GED.
- Must have a genuine interest and concern for young children
- At least 18 years old.
- Documentation of Tuberculin - free condition.
- Willingness to take a physical exam for the purpose of determining condition-free status from communicable diseases, as required by Federal regulations.

Physical Requirements:

1. Be able to lift 25 30 lbs.
2. Be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children's health and safety.

Interested applicants should contact Ruth Salinas at:
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(512) 392-1161 ext. 308
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For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.