	<b>Itinerant Substitute Employee Job Description / Physical Requirements and Potential Hazards</b>	
Supervisor: ECS Education Staff Coordinator  FSLA Status – Non-Exempt	Effective Date: 7/1/2020  PC Approval: 1/18/17; 7/25/18; 4/30/2020  Revised by/date(s) TL 4/30/2020	EEOC code:   L & I code: 5308

**ESSENTIAL JOB FUNCTIONS:** The Itinerant Substitute is responsible for assisting the Teacher, Home Visitor and Infant Toddler Specialist in the implementation of the education plan into daily classroom, home-based operations, and parent involvement activities. In the absence of child development (CD) staff, the Itinerant Substitute is responsible for assisting the CD staff with classroom management or supporting the home learning environment, and implementing the curriculum plan. The Itinerant Substitute is responsible for pro-active participation in center responsibilities identified to support the overall operations of the center. The Itinerant Substitute will be available to substitute in the absence of CD staff, otherwise assigned to site classrooms throughout the program on a rotating schedule.


**Responsibilities:**

1. Support classroom operations in absence of a CD staff person.
2. Implement classroom management practices to ensure safety and supervision of children at all times.
3. Provide positive guidance strategies, a safe, and appropriate learning environment.
4. Participate and contribute to development of classroom goals in conjunction with Education Coordinator, Teacher and families.
5. Participate in Home Visits and Family Conferences as requested.
6. Participate in planning a developmentally appropriate curriculum and in implementing activities, including contributing to the development of weekly curriculum plans.
7. Assist CD staff by working with children in small and large groups.
8. Assist in the supervision of daily activities of children during indoor and outdoor play periods.
9. Assist Teacher in planning, preparation, set-up and clean-up of classroom.
10. Assist with bus transportation as needed.
11. Participate in preparing and maintaining head counts, meal count, child observation notes, health and safety checks, incident/accident reports and other required documentation.
12. Encourage parents and community volunteers to take an active part in the classroom and program.
13. Support Family Service Worker in planning and implementing parent involvement and child/family activities as requested.
14. Participate in local service team meetings including family reviews, staffings, and IEP/IFSP meetings as requested.
15. Contribute to annual revision of work plans.
16. Perform other duties as assigned.

**JOB EXPECTATIONS FOR ALL POSITIONS**

**Work Environment**

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, as per program policies and procedures.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, and educational backgrounds.

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5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of code of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule.

**Program**

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, and community.
7. Be an active participant on a program committee as assigned.
8. Participate in annual program evaluation and planning
9. Generate and document in-kind contributions.
9. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.

**Professional Development**


1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in MERIT.
5. Attend local or out of town trainings as required.

**KNOWLEDGE, SKILLS AND ABILITY**

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse socioeconomic, educational, and experiential backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of labor laws.
7. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
8. Excellent communication skills.
9. Ability to step in as lead in absence of Teacher, Home Visitor or Infant Toddler Specialist.
10. Ability to travel at short notice to various centers in Clallam and Jefferson Counties.

**QUALIFICATIONS:**

**Preferred:** Associate degree in early childhood education or associate degree in related field and coursework equivalent to a major relating to early childhood education, with experience teaching

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children birth to five.

**Required:** Associate degree and enrolled in an early childhood education program to complete required coursework within two years of hire.

**ADDITIONAL REQUIREMENTS:**

1. By employment date, provide proof of a negative TB skin test or equivalent
2. By employment date, provide proof of MMR vaccination or measles immunity.
3. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
4. Prior to date of hire, obtain a Portable Background Check through MERIT.
5. By employment date, provide copies of State driver's license, insurable driving record, and proof of current auto insurance.
6. Complete BBP, CAN, licensing orientation, center orientation, safe sleep, and disaster preparedness training prior to being with program children and families.
7. Within 30 days of employment date, obtain a health exam verification.
8. Within 30 days of employment date, obtain a Food Handler's Permit.
9. Within 90 days of employment date, obtain First Aid and hands-on Adult/Child CPR cards.
10. Within 90 days of employment date, complete required Child Care Basics course or equivalent.
11. Complete 10 hours of STARS-approved training each year as specified by licensing requirements.

**Salary Grade EC 17-18**  
**Hours vary by location**


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**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**


The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Walking				X	
Standing					
Running				X	
Bending or twisting					
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)				X	
Driving cars, light duty trucks			X		
Driving heavy duty vehicles		X			
Using foot controls			X		
Repetitive motion of hands/fingers	X				
Grasping with hand, gripping		X			

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Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds	NA				
Lifting/carrying more than 50 pounds	NE				
Pushing/Pulling	O				
Work in/exposure to inclement weather	F				
Work in/exposure to cold water	C				
Exposure to dust, chemicals or fumes				X	
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)			X		
Work at heights (e.g. towers, poles)		X			
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials				X	
Exposure to needles or sharp implements				X	
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current	X				
Seeing objects at a distance	X				
Seeing objects peripherally	X				
Seeing close work (e.g., typed print)			X		
Distinguishing colors			X		
Hearing conversations or sounds		X			
Hearing via radio or telephone		X			
Communicating through speech					X
Distinguishing odors by smell					X

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Distinguishing tastes					X
Exposure to wild/dangerous animals			X		
Exposure to insect bites or stings					X
Work/travel in boat/small aircraft					
Exposure to aggressive/angry people	NA				
Other:	NE				
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date