

Early Head Start Teacher Substitutes

Northern Rivers Family of Services

Schenectady, NY

Teacher

Posted on November 17, 2021

Job Description

Early Head Start Teacher Aide - Substitutes - We are looking for individuals who like to work work with infant and toddler care. We will be very flexible with your schedule.

This position pays \$15.00/hour

POSITION SUMMARY

Works closely with Teachers in the management of Early Head Start classrooms by providing quality infant-toddler care in accordance with Agency philosophy, program performance standards and curriculum guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Use daily routines and observations to meet the strengths and needs of children.
- Work as a team member to facilitate the programs curriculum, procedures and philosophy.
- Assist in the implementation of weekly program plans as needed.
- Help establish a safe environment and a positive emotional tone that is supportive of the individual child's feelings by interacting with them in a supportive way.
- Maintain a welcoming atmosphere that will encourage and facilitate ongoing parent participation and involvement.
- Participate in staff training according to program staff training plan and policies.
- Report any suspected injuries immediately to classroom staff.
- Learn and appropriately apply the program curricula to each child.
- Maintain punctuality in all interactions with children, parents, coworkers and volunteers.
- Interact positively with and provide choices to children during meal and nap times.

- Care for program equipment and supplies safely and cost effectively.
- Assist in classroom cleanup and follow universal precautions daily.
- Assist children in transitioning during day when needed.
- Assist children in safely exiting from Center during fire drills and any hazardous situations.
- Adhere to agency and program standards regarding child and families confidentiality and maintain appropriate professional boundaries.

EDUCATION and/or EXPERIENCE

- High school diploma
- Demonstrated knowledge and skill in an infant-toddler preferred
- Good verbal and written communication skills

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