



Position Description

Title: **Substitute** **Date:** August 2018
School Age Programs - BASES

Division: Administration

Reports to: Head Teacher/Site Coordinator and Administrative Team

Purpose:
Under the supervision of the Head Teacher, during the absence of a staff member, assists in operating the program to provide an enjoyable, educational, comfortable and safe environment for children.

- Major Responsibilities:**
1. Follow all licensing regulations set by the State of Connecticut Office of Early Childhood (OEC).
 2. Fulfill the roles and responsibility of the Teacher Assistant in their absence in the operation of the school age program:
 - greeting the students and families as they arrive;
 - providing a nutritious snack;
 - providing a warm and relaxed atmosphere;
 - building relationships with students;
 - supervising students at all times indoors/outdoors;
 - planning and implementing daily activities.
 3. Communicate any concerns or issues regarding students to the Head Teacher and/or other appropriate parties; follows confidentiality laws.
 4. Maintain site to ensure clean, safe and pleasant surroundings, including:
 - set up tables, chairs, snack, equipment;
 - assist in clean up at the end of the day.

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- Knowledge and Skill Required:**
1. Must be at least 18 years old.
 2. High school diploma or equivalent, with experience working with school age children.

3. Possess personal qualities necessary to care for and work with children, relate to other adults including staff and parents.
4. Ability to create and maintain a safe, comfortable, educational environment that promotes learning and social development.
5. Attends mandatory Staff Meetings as scheduled. (Training hours must equal 1/10th of total work hours per OEC licensing regulations.)
6. Certified in First Aid, CPR & AED (course approved by OEC).
7. Certified in Administration of Medications & Epi-Pen (course approved by OEC).
8. Requires flexibility to work at various sites when/where coverage is needed.
9. Must be able to perform physical responsibility of the position including performing CPR, supervision of children, and lifting/moving equipment and supplies.
10. Other duties as assigned.

Complexity and Creativity:

1. Ability to work individually and in a team.
2. Specialized skills include knowledge of child development and age-appropriate curriculum planning; verbal communication skills, interpersonal skills to resolve conflicts between children and behavior incidents.
3. Creativity in planning and implementing activities for children.

**** Effective July 1, 2000, any new staff must have a complete file (according to State of CT DPH licensing regulations) before they are eligible to start.***