**POSITION TITLE: CHILDRENS CENTER SUBSTITUTE TEACHER**

**STATUS: On-call and possible part-time available during summer months**

**PAY RATE $10.00 hour**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; qualified applicants will also be used to create a sub-list**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or at RCAA, 904 G Street, Eureka**

**NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

**MINIMUM QUALIFICATIONS**

* Must fully meet minimum qualifications for Teacher requirements under the Title 22 regulations; which includes a minimum of 12 E.C.E./C.D. units
* Six (6) months of supervised teaching experience with children
* Enthusiastic attitude about working with children

**POSITION PURPOSE**

Under the general direction of the Family Services Division Director, and the direct supervision of the Child Care Center Director and/or Site Supervisor, the Childcare Center Teacher is responsible for ensuring the overall functioning, safety and program implementation for children at the Multiple Assistance Center (MAC) Child Care Center and creating a warm, supportive and creative environment which encourages staff creativity, teamwork as well as the cognitive, physical and social development of each child.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Be prepared to begin work at the beginning of scheduled shift
* Greet child and parent enthusiastically upon arrival and departure
* Create and implement appropriate child development curriculum
* Conduct daily health inspections of children as needed/necessary
* Maintain a children’s food and nutrition program in conjunction with kitchen staff

**JOB REQUIRMentS**:

Knowledge of and Experience With:

* Issues of homelessness, poverty, addiction/recovery and mental health
* Group dynamics and facilitation for both preschool and school-aged children
* Early Childhood Development
* Basic networked computer skills
* Residential housing program for homeless families (preferred)
* Local community resources and services in relationship to parent and family needs

Ability To:

* Create and implement appropriate child development curriculum
* Work effectively under pressure, with minimal supervision, as well as in a team approach
* Communicate effectively in written and oral form. (Reading, writing, speaking and understanding the English language required.)
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
* Manage multiple tasks in an efficient manner and demonstrate good organizational skills
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population.
* Have means and capacity to run job-related errands.
* Project professionalism and maintain a professional standard regarding Code of Ethics Policies.
* Insure and protect agency, employee and client confidentiality and safety
* Operate agency and/or personal vehicle, computer, phone, fax and copier

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record
* Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results
* Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position
* Proof of current (within 1 year) negative TB test, or willingness to obtain one (residential).
* Home telephone or other effective means of communication
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Valid First Aid and CPR certification or willingness/ability to be certified

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking and being on feet for extended periods of time, and occasional lifting or carrying of up to 25 pounds
* Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery.
* Must be able to lift 50 lbs. and move quickly from the floor to standing position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment
* Mental Requirements: complex reading, writing, clerical, perception/comprehension, math skills, good judgment, and decision-making

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***