

Our Mission: “Every child is on a path to thrive in kindergarten and life.”

## ELSA – Early Learning Substitute Associate

**POSITION SUMMARY:** The Early Learning Substitute Associate (ELSA) is an on-call employee that assists the Teacher, Master Teacher, or Center Director and assumes responsibility for general supervision, development, and education of children. These employees are not guaranteed hours and can work between 0-40 hours per week.

### POSITION OVERVIEW:

- Employment Type: On-call/Non-Exempt
- Location: Center Based
- Job Category: Education
- Reports to: Early Learning Staffing and Development Coordinator (ELSA Supervisor) & Center Director when in classroom
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Assists in planning, preparing, and implementing daily program.
- Assists in planning and preparing the learning environment and preparing needed materials and supplies.
- Performs primary care giving responsibilities.
- Desired Results Process.
- Assists in maintaining the environment in a clean, safe manner.
- Assumes responsibility for regular parent communication, including parent conferences and chatters.
- Supervises Teacher Aides, Substitute Teachers and Volunteers as requested.
- Assumes responsibilities in absence of Teacher, Master Teacher, or Center Director.
- Assumes general responsibility for health, safety, and well-being of all children in the agency.
- Prepares written reports as directed.
- Attends meetings as requested.
- Participates in activities that further own professional growth.
- Maintains confidentiality of children, families and employees.
- Works as a member of the agency team by promoting the mission and philosophy of the organization.
- Greets children, parents, staff, and guests as needed.
- Assists other centers when requested.
- All other duties as assigned by Master Teacher or Center Director.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Possess an unexpired Associate Teacher Permit from the Department of Education
- 1-year prior experience in working with young children preferred.
- Must have 3 or 6 Infant/Toddler units to be an Infant/Toddler Associate Teacher
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)
- Required CPR/First Aid Training Certification
- Completion CCL Component 1&3; 16 hours of health and safety training which includes 1 hour of nutrition training
- Must have a reliable form of transportation

- Must be willing to travel to different cities and centers
- Must be flexible with on-call assignments

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at

<https://kidango.wufoo.com/forms/kidango-employment-application/>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.