



# OUR Center

## *Outreach United Resource Center, Inc.*

<b>Job Title:</b>	Substitute Teacher	<b>Reports To:</b>	Classroom Teacher
<b>Location:</b>	Aspen Center for Child Development 501 5 <sup>th</sup> Ave., Longmont, CO 8501	<b>Position Type:</b>	On call, hourly

**Position Summary:** Assists the classroom teacher in providing care of the children enrolled at Aspen Center for Child Development, working in the capacity of a full-time/part-time employee at the center who is absent from her regular responsibilities.

The Substitute Teacher adheres to the rules and regulations for child care centers as issued by the Colorado Department of Human Services.

**Responsibilities/Accountabilities:**

The following is to be performed while adhering to Aspen Center for Child Development operational policies, procedures and safety rules.

- Is responsible to assist other classroom teachers in caring for all the needs of the children, as designated by the regular classroom teacher.
- Assists in implementing the daily program to meet the physical needs of the children and to encompass the educational, developmental, and social goals that are age appropriate.
- Keeps good communication between herself and the other classroom teachers, especially regarding information about the child which the parent or teachers need to know regarding the child’s day.
- Assists teachers with clean up after each activity, as well as general cleaning, laundry, and repairs (as needed).
- Maintains confidentiality at all times.
- Completes all duties as assigned.

**Education Requirements and Qualifications:**

- Must be at least 18 years of age.
- Possesses knowledge and skills necessary to provide care appropriate to the age of the children in the center.
- Must be physically and mentally capable of carrying out essential functions of the job, to include getting down on the floor with the children, getting up and down repeatedly, responding quickly to situations within the classroom, lifting up to 30 pounds, carrying children.

This job description does not constitute an employment agreement between the Aspen Center for Child Development and the employee and is subject to change by the Aspen Center, as the needs of the Aspen Center and the requirements of the job change.

Reviewed By:	Marc Cowell	Date:	07/23/2020
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