

JOB DESCRIPTION:	School Age Substitute Teacher		
DEPARTMENT:	Early Childhood Programs – School Age		
REPORT TO:	After School Program Coordinator		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#851010	DATE APPROVED:	19-JUL-2024
		DATE MODIFIED:	25-JUL-2025

SUMMARY: Assists in provision of daily classroom activities of the NM Center of Excellence in Early Childhood Education in compliance with established state licensing regulations. Substitute Teachers are on-call to fill the roles and responsibilities temporarily for School Age Teachers.

DUTIES:

1. Assists students in practicing healthy hygiene habits through the day, including but not limited to handwashing and clean up after meals.
2. Assists students in self-select activities.
3. Assists with supervision of classroom, during bathroom breaks, and all other instructional activity spaces.
4. Assists with supervision of and set up and cleanup including but not limited to cleaning tables, dishes, wiping chairs, and sweeping floors.
5. Assists with supervision of students in transitions to and from activities outside of the classroom (field trip, pool, gym, etc.).
6. Performs all necessary sanitization and hygiene care routinely throughout the day and after students leave for the day.
7. Aids in maintaining a safe and healthy environment for all students, including supervision of students at all times.
8. Completes job responsibilities while displaying professional ethics and appropriate code of conduct.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School diploma or GED. Must be at least 18 years old or older. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of goals, objectives, policies and procedures for classroom management. Ability to implement the vision, mission, philosophy of the NM Center of Excellence in Early Childhood Education. Skill in establishing and maintaining effective working relationships with students, staff and families. Skill in working effectively in an environment subject to noise, frequent exposure to contagious disease, interruptions and quickly changing priorities. Skill in quickly responding to dynamic situations utilizing effective communication and appropriate intervention methods to maintain classroom management. Skill in working with students to help them complete activities and remain focused on assigned activities. Skill in following oral and/or written instructions, policies and procedures. Skills in working on an individual basis with students with diverse needs.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal classroom environment. May be required to transfer office equipment and materials. Must be able to stoop,

bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps. Must be able to assess situations to insure health and safety. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Light maintenance such as shoveling, sweeping, mopping, throwing of trash, and others may be needed. May be required to work additional hours or days depending on circumstances.

4. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)
- c. Certification in First Aid/CPR is required.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)