

JOB DESCRIPTION:	Substitute Teacher		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	ECP Management Specialist		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	851010	DATE APPROVED:	01-OCT-2020
		DATE MODIFIED:	25-MAY2025

SUMMARY: Assists in provision of daily classroom activities of the Early Childhood Programs in compliance with established state and national accreditation standards. Substitute Teachers are on-call to fill the roles and responsibilities temporarily for Lead Teachers and/or Assistant Teachers and/or Instructional Assistants. Duties may change depending on the role assigned.

DUTIES:

1. Assists children to wash their hands when entering class, after bathroom and meal times.
2. Assists children in self-select activities.
3. Helps with diaper changes as needed, supervises bathrooms, or supervises the class.
4. Assists with breakfast set up including but not limited to putting placemats, food on tables, help child find seat, putting on bibs, washing hands and helping children serve food.
5. Sits and assists supervise meal time. Refills bowls and pitchers when needed.
6. Assists with cleanup after meals including but not limited to cleaning tables, dishes, placemats, wiping chairs, and sweeping floors. Wiping infants and toddlers faces with clean wash cloths.
7. Assists children to get ready to go outside.
8. Helps supervise playground interacting with children while walking around.
9. Helps with nap time including but not limited to calming, settling and rocking, monitor nappers by sight and sound throughout the napping time. Organize shelves and pick up toys quietly during nap time. Help put away and set up cots for nap.
10. Aids in maintaining a safe and healthy environment for all children.
11. Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment.
12. 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 proper handling procedures for food. Knowledge of goals, objectives, policies and procedures for classroom management. Ability to implement the vision, mission, philosophy of the Early Childhood Programs. Skill in establishing and maintaining effective working relationships with young children, staff and parents. 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 young children 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 children with special needs.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal classroom environment. May be required to transport office equipment and materials. Must be able to stoop, bend, squat, sit on floor and maneuver over uneven floor surfaces including stairs and steps. Must be able to visually and auditory 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 2 months. (If applicable to the role)

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)