



COMMUNITY ACTION
OF NAPA VALLEY

On-Call Substitute Job Description

The on-call **Substitute** is responsible for assisting with the implementation of the established curriculum for the children in the CANV Kids Development & Family Program operated by the Community Action of Napa Valley. Individual is part of a team effort to meet the individual needs of each child and assure compliance with all health and safety regulations.

JOB TITLE: On-call Assistant Teacher

DEPARTMENT: CANV Kids Development & Family Program

JOB SITE: 1510 Myrtle Ave or 2521 Old Sonoma Rd

REPORTS TO: Site Supervisor

SALARY: \$16.00 per hour

SUPERVISES: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist with the operation of all classroom and playground activities to meet program quality standards.
2. Assist with maintaining the health and safety of the classroom and playground environment.
3. Assist with assessing and meeting the individual needs of each child.
4. Assist with the implementation of a bilingual, multicultural curriculum, which includes health and nutrition; special events; and the motor, cognitive, social and affective skills.
5. Maintain a flow of communication with other staff to foster program efficiency and effectiveness.
6. Attend meetings and training as required.
7. Respond and take charge in an emergency: evacuate children in a safe manner, check the building and provide other emergency services as needed until help arrives.
8. Maintain confidentiality as required by law and CANV policies.
9. Comply with established CANV Kids and CANV procedures.
10. Perform other related duties as assigned.

KNOWLEDGE OF:

- Implementation of child care programs
- Procedures in a child care setting
- The needs of children from low income and ethnically diverse backgrounds

ABILITY TO:

- Work as a team member
- Work with minimum supervision
- Establish and maintain cooperative workplace relationships.
- Evacuate children in a safe manner during an emergency and be able to lift up to 50 pounds
- Interact courteously and tactfully with people of diverse backgrounds and interests
- Qualify for CPR Certificate and First Aid

PHYSICAL DEMANDS:

While performing this job, the employee is regularly required to walk; sit; stand; use hands to handle objects, operate keyboards, tools, or controls; talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level is moderate to loud.
- Center is on street level.

ADDITIONAL INFORMATION:

- Must pass State Criminal Record clearance
- Must show proof of a negative TB test within the last 60 days/updated immunization record
- Bilingual Spanish/English preferred
- Willingness to work variable hours/shifts

CANV IS AN EQUAL OPPORTUNITY EMPLOYER