



## JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

### Preschool Teacher Aide- Substitute

**Reports to:** Program Supervisor  
**Pay Rate/Status:** \$12.75/hr (Part-time)  
**Immediate opening:** Hours variety based on need  
**Opening date:** 07/23/2021  
**Closing date:** 08/20/2021 or until filled

**General statement of duties:** Substitutes fill in for permanent positions when they are absent from their shift. Monitors and supervises children in a variety of education and recreation activities; ensures safety of children who are participating in the program; does related work as required.

**Distinguishing features of the class:** An employee in this classification is responsible for ensuring the safety of children in the program while supervising and assisting children in recreation activities such as games, songs, learning activities, arts and craft projects, and special events. Work is performed under the supervision of the program supervisor, with daily on-site direction from care programs site coordinator. Supervision is not normally a responsibility of positions in this classification.

#### EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Monitors participant safety with various measures including attendance taking and frequent head counts. Ensures the safety of all participant and program staff at the site.
- Supervises and assists children in recreation activities such as games, songs, learning activities, arts and crafts projects, and special events; leads and directs activities as requested.
- Prepares and serves snacks; performs necessary cleanup.
- Manages challenging behaviors of participants including developing/monitoring behavioral programs as necessary.
- Administers First Aid and responds to emergencies as required.
- Prepares site; sets up supplies and/or equipment for activities; performs necessary cleanup.
- Responds to questions from parents and keeps them informed regarding child's progress/achievements.
- Reports cases of suspected child abuse to supervisor and contacts Services to Children and Families as necessary.

#### DESIRABLE QUALIFICATIONS:

**Knowledge:** Some knowledge of behavior management of children behaviors.

**Skills:** The administration of basic First Aid and CPR; leading activities for children.

**Abilities:** Work successfully with children, parents and staff; deal effectively with behavioral problems of children; provide clear instructions and directions; understand and follow oral and written instructions.

**Physical demands of the position:** The employee will frequently be required to stand and be mobile for over 70% of the work period. While performing the duties of this position the employee will frequently be required to crouch or kneel and



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seldom be required to bend and twist. Physical exertion and coordination is occasionally required to lift materials up to 30 pounds such as activity materials, snack foods, etc. The position requires the use of arms, wrists, and hands, including manual dexterity and coordination, for the vast majority of the work period. The employee is occasionally required to use a step stool and reach above the head and shoulder. In performing the essential duties of this position, the employee will spend over 70% of the work period indoors and the remainder outdoors, thus exposure to heat in summer is likely. Exposure to loud noise is low, and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Personal protective equipment:** Access to nitrile gloves for the administration of First Aid.

**Experience and training:** High school graduation or equivalency and one year of experience working with children; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

**Necessary special requirements:** Possession of or ability to obtain current First Aid and CPR/AED certificates; possession of or ability to obtain a current Oregon Food Handler Permit. Ability to pass a criminal background check.

ADDITIONAL INFORMATION:  
Equal Opportunity Employer