

**JOB DESCRIPTION**

<b>Position Title:</b>	ECLC Substitute ( <b>on-call</b> )
<b>Departmental Supervisor:</b>	ECLC Executive Manager
<b>Compensation Range:</b>	\$10.00 per hour (no benefits)

---

**Summary of Duties and Responsibilities:**

**Classroom Responsibilities:** Substitutes are called to cover the duties of regular preschool, infant/toddler, and child care teachers. Substitute coverage is on-call and may include pre-arranged coverage for a staff member's planned absence, long-term coverage for medical or post-natal leave, or may be called by 6:30 a.m. Monday-Friday to cover a classroom by 7:30-8:00 a.m. on the same day. Duties vary depending on which classroom coverage is needed for, but would generally include the following:

1. Following established lesson plans for daily classroom routines and activities.
2. Teamwork with co-teacher to implement all activities, routines and operations, including appropriate experiences: physical, social-emotional, and cognitive development of each child.
3. Greeting and interacting with families of children enrolled in the classroom, including ascertaining authorized family members when releasing children from the classroom.
4. Works with co-teacher to make changes as needed for the continued interest and development of the children.
5. Is responsible for a portion of the classroom clean-up and organization, toy sanitization and laundry.
6. Reports directly to and is supervised by the appropriate Education/Disabilities Coordinator.
7. Is responsible for documenting appropriate child progress, or concerns (in cooperation with co-teacher) on anecdotal records.
8. Follows program confidentiality policies concerning information regarding children, families, and staff members.
9. Promotes quality early childhood philosophy with staff, parents and the community.
10. Works with all members of the staff in a professional manner.
11. Other duties as assigned to promote the efficiency and effectiveness of the program.

**Kitchen and Maintenance Duties:** Occasionally, substitutes are needed to cover the kitchen or janitorial duties. All substitutes will be cross-trained to fill in for each area; classroom, kitchen and janitorial.

\*You do not get paid for the one-day required substitute training

**Minimum Qualifications:**

1. Minimum of High School Diploma or GED.
2. Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
3. Must have received full COVID19 vaccination at time of application – attach vaccination card.
4. COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
5. Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
6. Past experience working with young children, birth through age 6.
7. Ability and willingness to maintain absolute confidentiality of sensitive information.
8. Possess or be willing to obtain Pediatric CPR/First Aid certification.
9. All staff must have an initial physical exam and TB screening/test, and an annual TB screening/test annually thereafter.
10. Be willing to work with a flexible and on-call schedule, including possible evening hours.

11. Follow all rules, policies, standards, and procedures of the Coeur d' Alene Tribe and Head Start/Early Head Start program.
12. Must have reliable transportation.
13. Must pass local, state and federal background checks prior to employment.
14. Must have at least two letters of reference from past employers, validating a positive work history, and demonstrating reliability.

**Desired Qualifications:**

1. Child Development Associate certificate (CDA), Associate or Bachelors' degree in early childhood development or closely related field.
2. One or more years classroom/program experience working with children birth through age 6.
3. Demonstrated ability to plan and implement appropriate learning activities for children and ability to plan and follow-through on projects.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit an ECLC application and resume no later than 4:00 pm on the closing date** to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851. For more information, visit our website at <http://www.cdatribe-nsn.gov/HR/HumanResources.aspx> or call 208/686-4068.

I have read the above job description and fully understand the qualifications, duties and responsibilities required of this position.

---

Applicant Signature

---

Date