

## **Parent-Child Development Center Job Description**

**Position:** Classroom Substitute/Bus Monitor/Volunteer/Temporary Employee  
**Supervisor:** Education Manager  
**Hours Per Week:** Varies  
**Site:** PCDC Center Based Classroom, as assigned  
**Status:** Non-exempt

### **Position Summary:**

In coordination with the education staff, support children and educators in carrying out the daily curriculum and routines. Engage with children and follow the direction of the lead educator in the classroom. Follow policies and protocols of PCDC.

### **Essential Qualifications:**

Must be 16 years of age. Must complete a BRC before beginning assignment. Attend PCDC orientation regarding basic child care safety and protocols. Must work under direct supervision of a PCDC regular employee with a current EEC Teacher credential, BRC, and required qualifications at all times. The non-teacher qualified substitute/volunteer/youth worker may not have unsupervised contact with children, except when fully trained and functioning solely in the role of Bus Monitor (bus driver also present).

### **Essential Responsibilities**

- Demonstrate a commitment to quality early care and education programs. Candidate must be sensitive to diverse cultures and backgrounds, including families with lower incomes.
- Produce documentation of a physical exam, MMR's and TB risk upon hire and subsequently every two years.
- Obtain First Aid certification within 6 months of employment.
- Become knowledgeable about Early Education and Care Childcare Regulations, as well as Head Start requirements for early care and education.
- Support the educator/adult supervisor in the management and supervision of the group of children.
- Assist with set up and clean up of activities as appropriate.
- Assist with food preparation and clean up, as appropriate. Follow state guidelines regarding food handling, such as using food service gloves when handling food and ensuring proper serving temperatures and covered dishes, etc.,
- If on the bus as the Bus Monitor, complete daily passenger logs, pre and post bus trip inspections as required by EEC regulations. If not regularly scheduled, fill in for bus monitor as needed, completing daily passenger logs, pre and post trip bus inspections.
- Follow PCDC Standard of Conduct.
- Adhere to agency confidentiality policies.
- Maintain good in-house relationships with all other staff members.

### **Teacher Certified Substitutes**

EEC Teacher certified substitutes may be asked to change diapers, or be alone with children if PCDC has adequately trained the substitute on the protocols of the individual site. These extra duties will be at the discretion of the site supervisor, and with permission of the Education Management team.

### **Physical Demands and Work Environment:**

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to

sit, stand, walk, talk, use a keyboard and climb stairs. The employee must occasionally lift and/or move up to 40 pounds. Must be able to engage in activities that include bending, floor activities, and lifting young children 2 months to 5 years of age. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the classroom is lively. The work environment is primarily an indoor classroom environment, with daily exposure to outdoor weather.

**This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted every 2 years.**