

Substitute Position Responsibilities

This job description is not all inclusive. It is intended to identify the essential duties of the position. Other duties, responsibilities and tasks may be assigned by the Directors.

- Subject to all duties of regular staff that are being covered.
- Able to fill in for any position when needed in the absence of a coworker. We can not guarantee any frequency of assignment nor can we guarantee the placement of the assignment. Subs are contacted as needed to fill staff vacancies throughout the center.
- Expected to be up to date on all current and new policies and procedures.
- We welcome you to share your availability with us in advance as well if you would like to pick up more shifts on a frequent basis.
- Directors will contact you the week prior with specific days and an estimate of the hours needed (subject to change) and you will be expected to answer with your availability within 12 hours. If you say you are available you will then be put on the schedule and expected to work.
- Answer calls/ texts from coworkers who may be looking for someone to fill their shift and answer within 12 hours
- If for unforeseen circumstances you are not able to work your shift. You must follow and adhere to the same policy and procedures as our regular staff and find a replacement. Failure to do so will result in being mandated to report to work or reported for leaving children unsupervised.
- Being a sub means agreeing to make yourself available to IRT upon need for their services. While we understand that a sub may not be able to accept every request, in order to maintain a substitute position you must be available and accept at least 50% of requests in a given month.
- If you choose to remove yourself from the sublist and give notice that you are resigning you must give a written two weeks notice.
- The goal of this position is to increase the number of trained providers working with tykes as well as fill opportunities and efficiency.
- Report information to Directors and serve as a member of a multi-disciplinary intervention/prevention team.
- Must maintain excellent communication and quality customer service skills with parents and all coworkers
- Ability to make independent and effective decisions when needed to maintain the safety of coworkers and children.
- Good organization, problem solving, and priority setting skills as well as the ability to maintain an overall positive and professional attitude /disposition.
- Model exemplary values, attitudes, expectations, beliefs and choices that will ensure program excellence.
- Maintain employee satisfaction and provide leadership to ensure a positive work environment.