



## Cen-Tex Family Services, Inc.

2402 North Main Street, Bastrop, TX 78602

Ph. (512) 303-7737 Fax (512) 303-6604

*An Equal Employment Opportunity*

### Job Vacancy Announcement #: 18-004

Job Title:	Classroom Substitute Aid	Reports To:	Site/Center Director
Funding:	TBD	Location: (Application must specify preference)	Bastrop area, Elgin, Giddings, Smithville, Eagle Lake
FSLA: Classification:	Non-Exempt Temporary	Days: Hours:	Monday – Friday 7:00am – 4:00pm

**HOW TO APPLY:** Applicants may apply by following instructions below and submitting the required documents to the Human Resource Department in person or by regular mail to: Cen-Tex Family Services, Inc., 2402 North Main Street, Bastrop, TX 78602; via email to: ogarcia@ctfhs.org; or via fax: 512-303-6604 (include cover sheet). **NO PHONE CALLS PLEASE.**

*Application Instructions* –Application must include a copy of applicant’s educational documents reflecting that minimum requirements are met. Incomplete applications or applications received without required documents **WILL NOT** be considered.

#### **Minimum Qualifications:**

High School Diploma/GED and eagerness to work with children ages 0-5 years in an educational setting.

*(Any degrees, semester hours, or diplomas required to meet minimum qualifications must be obtained from an accredited educational institution. Education documents must reflect that the minimum requirements are met.)*

#### **Job Summary:**

The Classroom Substitute will assist with classroom activities and supervision of assigned children in the absence of regular teaching staff as directed by the Center/Site Director and/or other center staff.

#### **Essential Duties:**

- Assist with classroom preparation and activities of children as directed.
- Maintain a safe and secure learning environment for children.
- Participate in and assist during meal and snack time following family style meal services and guiding children in clean-up afterwards.
- Assist with daily cleaning of center facilities and preparation of classroom materials.
- Provide a positive image to employees, parents and the community by being supportive of the agency's mission, vision and goals.
- Work effectively with individuals of diverse educational, socio-economic and cultural backgrounds and those with disabilities and special needs.
- Report to site at scheduled time and maintain good attendance and availability.
- Perform all duties in a safe, timely and professional manner.
- Actively participate in all program activities with a positive attitude and behavior.
- Cooperates with other center and program personnel in the delivery of all program services.
- Ability to communicate effectively with center and program personnel.
- Must be able to lift up to fifty (50) pounds with or without reasonable accommodations.
- Must be able to walk, squat/kneel, sit on the floor, see, hear and speak with children to ensure children’s health and safety.

**ALL POSITIONS:**

Ensure confidentiality of agency and family information assigned to position; Report to work at scheduled time and maintain good attendance; Perform all duties in a safe, timely and professional manner; Participate with a positive attitude and behavior in all program activities and communications with children, families, staff and the general public; Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs; and attend all training programs and conferences as required by position and allowed by budget. Bilingual preferred.

**OTHER FUNCTIONS:**

Performs other job related duties as directed by supervisor(s). **Regular attendance is an essential function of this position. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.