

TOLL FREE (800) 433-7570
PHONE (512) 303-7737
FAX # (512) 303-6604



MAILING ADDRESS:
2402 NORTH MAIN
BASTROP, TEXAS 78602

Job Vacancy Announcement

Job Title:	Classroom Substitute Aid	Reports To:	Center Director
Funding:	EHS and/or HS	Location:	Bastrop, Cedar Creek, Eagle Lake, Elgin, Giddings, La Grange, Smithville, Stony Point/Del Valle
FSLA:	Non-Exempt Temporary	Schedule:	Mon. – Fri. 7am-4pm
Salary:	Based on Qualifications and Experience	Classification:	Varies

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, via fax, or via email to: aarambula@ctfhs.org

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.

Minimum Requirements:

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

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.

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- 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.

Other Functions:

Performs other job-related duties as directed by supervisor(s).