
Early Learning Center Substitute & Aide Job Description

Hand in Hand at Zion Lutheran Ministries is seeking substitute teachers and aides. Initially you would be placed on our frequently used sub list. Those that work well with our center are often hired for more permanent work depending on how much you want to work and what we can offer at the time. Our center includes infants through prekindergarten and after school K-5 care in 7 different classrooms. The center is open from 7:30am to 6pm Monday-Friday.

Responsibilities and Duties performed personally or through subordinate employees or volunteers:

*Be responsible to assist with an assigned age group of children. Assignment may change daily, depending on the population of the group.

*Help implement curriculum as indicated by the teacher in charge and/or the Director.

*Give classroom teachers' lunch breaks and am/pm breaks.

*Help manage children as indicated in the child guidance policy.

*Help ensure that the classrooms are clean, safe and attractive.

*Prepare and serve meals and snacks.

*Clean up dishes and kitchen after snacks and meals. Keep kitchen clean and sanitary.

Qualifications: 20 credits (semester system) or 30 credits (quarter system) in Early Childhood Education or Child Development, Elementary Education or qualifying experience is required to be teacher status. We are willing to work with you if you have little experience but a willing heart to acquire education. Special Position Requirements:

- Enrollment in the Central Background Registry employment. <https://ssl7.emp.state.or.us/ccd/>
- Must possess or be willing to obtain your food handlers card within 60 days of employment.
- Must possess or be willing to obtain your First Aid/CPR certification within 90 days of employment.
- Must attend the Recognizing and Reporting Child Abuse and Neglect class offered through Linn Benton within 90 days of employment.

Please take a moment to view our website at <https://zioncorvallis.com/early-learning-center/> If you feel you might be a good fit, please submit your cover letter and resume.

Job Type: Part-time