

**Job Title:** Substitute Program Leader  
**Department:** Program and Operations  
**Reports To:** Site Coordinator & Site Coordinator  
**FLSA Status:** Non-exempt  
**Supervises Others:** No  
**Deadline:** December 1st

**GENERAL PURPOSE OF JOB:**

Substitute Program Leaders may work at different sites throughout the region and receive their assignments based on their availability. A Substitute Program Leader will be called upon to fill-in for a needed assignment. Substitute Program Leaders work directly with an assigned class of approximately 20-25 students, acting as a positive adult role model, coach, and mentor. Substitute Program Leaders must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach. Substitute Program Leader's ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed. Ensuring that THINK Together students reach their potential takes a tremendous amount of hard work, flexibility, and commitment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must be available during our scheduled after-school program times for a minimum of 3 days a week.
- Lead a group of approximately 25 students in an instructional setting, maintaining high standards for behavior and safety by implementing the THINK Together four core agreements:

**1. Be safe**

**2. Be respectful**

**3. Be responsible**

**4. Have fun**

- Will receive direction and assignment from Substitute Coordinator
- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude.
- Provide homework assistance, academic enrichment and physical activity, using curriculum and materials provided by the program.

- Create an engaging environment that fosters a sense of belonging that kids want to be in.
- Support students in making positive behavior choices and take disciplinary measures when appropriate.
- Engage children and youth by following, implementing, and assisting in creating lesson plans.
- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the school or community site clean and orderly. · Promote positive interactions between volunteers and students in accordance with child safety guidelines. ·
- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
- Identify student needs and communicate to Site Coordinator, teachers, school administration, parents, and volunteers as appropriate.
- Participate in staff development activities.

**Other Responsibilities:**

- Arrives punctually in order to meet responsibilities in site start up and assignments. Maintains close communication with Site Coordinator regarding planned or emergency absences for the same reason.
- Serves as a positive role model for children in the program through appropriate dress, speech, attitude and courtesy.
- Assists in keeping the site clean, including cleaning tables, mopping and vacuuming.
- Assists daily with snack preparation, serving and clean up.
- Maintains highest degree of confidentiality in staff, student and volunteer matters.
- Complies with organization and site policies and follows procedures.

**EDUCATION and / or EXPERIENCE:**

- High School Diploma or General Education Development Test. Required
- Additionally / 48 college semester or 60 college quarter units required / and/or by passing an Instructional Aide Test(in some districts)
- Ability to speak and write Standard English appropriate in a public school setting
- Must pass Live Scan (criminal background check via fingerprinting)
- TB Test
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Advanced Math and English skills (K – 8)
- Excellent communication skills (Written and Verbal)
- Support our English-learner population by being bi-literate (Spanish preferred)

### **COMPUTER & EQUIPMENT SKILLS:**

- Word processing
- Typical office equipment
- E-mail
- Internet software

### **WORK ENVIRONMENT:**

- Largely spent in a classroom environment with children. About a one third of the time is spent in outdoor weather conditions.
- **How much noise is typical for the work environment of this job?** Moderate noise (examples: typical school noise with children at play)

### **PHYSICAL DEMANDS:**

- Some of the physical demands of the job include standing, walking, sitting, using hands and arms for reaching and handling, stooping, kneeling, crouching or crawling, talking and hearing. This job may also require that weight be lifted or anywhere from 10 to 25 pounds.

### **VISION REQUIREMENTS:**

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

### **APPLY HERE:**

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