

# + Job Description



Competency. A child care worker, center administrator, center director, and volunteers counted in staff-to-child ratio shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.

## + School-Age Program Substitute Teacher

A Substitute Teacher works when a regular required staff member is off for any reason and a sub is needed. A Substitute Teacher will work off of the pre-planned daily lesson plan and be responsible for an organized, clean & safe classroom setting. Take part in room sanitation; be able to lift up to 40 lbs when asked to do so. Show professionalism and respect towards peers, parents, and children.

## + Qualifications

- At least 18 years of age
- **Must complete a child care background check with fingerprints prior to start date.**
- High school diploma or GED
- Complete a hour orientation prior to working
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rule book
- A Substitute Teacher may work 240 until the proper education requirements need to be filled. All work hours need to be documented on the staff sign in / out sheet and on the detailed work hour sheet in your personal file.
- Possess a certificate from the Wisconsin Registry, verifying training requirements have been met.

## + Education and Experience

- A substitute who is employed by the same licensee for more than 240 hours shall complete at least 2 credits or one noncredit, department-approved course in early childhood education before completing 240 cumulative hours of work as a substitute.
- Current infant/Child CPR with AED and First Aid preferred, but not required.

## + Staff Discounted Services

- **Substitute Staff** - Pay rate is **\$18.00/hour**
- **Eligibility:** Applies only on days when the substitute or seasonal employee is scheduled to work and their child(ren) attend the program that same day.
  - **Discount:** A \$5 discount on the daily childcare rate is available for the first two immediate children or grandchildren on any day the substitute employee is scheduled to work and the children attend. This discount is applicable to regular enrollments and only if drop-in space is available and is not guaranteed.

- **Payments:** The remaining balance is due weekly on Mondays. Any additional children beyond the first two will be charged the full weekly rate.
- **Enrollment Fees:** Full enrollment fees apply.

Working Conditions	Details
Hours of work	<p><u>Academic School Year AM/PM Lead Teacher shifts</u> (3 hour shifts each)</p> <ul style="list-style-type: none"> <li>● <b>AM shift</b> hours are <u>Monday through Friday</u> on school days ONLY: 6:15 AM - 9:15 AM</li> <li>●</li> <li>● <b>PM shift</b> hours are <u>Monday through Thursday</u> on school days ONLY: 2:30 PM - 5:30 PM</li> <li>●</li> <li>● <b>Friday <u>afternoon</u></b> CLOSED</li> </ul> <p><u>Summer Program AM/PM Lead Teacher shifts</u> (6 hour shifts each)</p> <ul style="list-style-type: none"> <li>● <b>AM shift hours</b> <u>Monday through Thursday's</u>: 6:15 AM - 12:15 PM</li> <li>●</li> <li>● <b>PM shift hours</b> <u>Monday through Thursday</u>: 11:30 AM - 5:30 PM</li> <li>●</li> <li>● <b>Friday's</b> CLOSED</li> </ul>
Additional Hours Opportunities	<p><b>Pop-up Care Options:</b> defined as full day child care opportunities on no school days will be announced by June 1st for the upcoming academic school year. Registration will be required to ensure that staff to child ratios are being met.</p> <ul style="list-style-type: none"> <li>● The Pop-up Care schedule is similar to the daily summer program shift schedule noted above.</li> <li>● Shift sign up will be posted in the staff office.</li> </ul> <p><b>Special Events:</b> Monthly "Parent Getaway Events" will be posted for sign up in the staff office. These monthly themed events are held outside of the regular scheduled program hours.</p> <ul style="list-style-type: none"> <li>● Opportunities to pick up during the 3-4 hour shifts will be posted monthly in the staff office.</li> <li>● If prep time and planning is required, additional hours for prep and planning will be posted for pick up as well.</li> </ul> <p><b>Learning Lounge for an Open Play Day:</b> When the center is not booked for an event rental, staff may have the opportunity to work during an "Open Play Day." More information on staff responsibilities will be included within the orientation.</p> <p><b>Open House:</b> Additional hours may be offered to support family enrollment events held throughout the year including, but not limited to the open house events in mid-May, at the end of August, and ongoing family enrollment sessions as needed throughout the year.</p>
Work environment	<p>Work occurs primarily at our center, with routine walking field trips to nearby community locations. Staff must be comfortable sitting, playing, and interacting directly with children throughout the day. Some scheduled off-site trips may require bus transportation and may include outdoor areas with uneven terrain; all trips are communicated in advance.</p>
Special conditions or requirements	<ul style="list-style-type: none"> <li>● Abusive Head Trauma Prevention (AHT) Training and Mandated Reporter Training is completed prior to working with children, and completed annually thereafter.</li> <li>● Infant/Child CPR with AED and First Aid required within the first 3 months of start date.</li> <li>● Background checks ran annually and childcare background checks ran at least every 5 years.</li> <li>● The director and staff working directly with children, including substitute teachers, must complete 15 hours of continuing education in a calendar year.</li> <li>● Regularly scheduled staff meetings will be held on the third Friday of each month at 9:00 a.m. and will last a minimum of one hour. Staff are required to attend nine documented staff meetings per calendar year, though attendance at all meetings is strongly encouraged.</li> </ul>

## + Workplace Policies and Agreements

- All employees, substitutes, and volunteers must complete at least a one-hour orientation and required trainings before their first day. They must also review and sign off on the Grandma's Care Policies and procedures Handbook and submit all required paperwork. Ongoing compliance with all policies and trainings is required for the duration of employment.

## + Evaluation and Review

- All hiring decisions are made collaboratively by the Director and Administrator. New hires are subject to a 90-day probationary period, during which performance, attendance, and overall fit with our program will be closely monitored.
- **Check-In Meetings:** will receive regular feedback through informal observations and at least one formal check-in, typically around the midpoint (within 4-6 weeks). This meeting provides an opportunity to review progress, address any concerns, and offer support or clarification on expectations.
- At the end of the 90 days, the Director and Administrator will conduct a final review. If performance meets expectations, the employee will move to regular employment status. However, if the employee does not demonstrate the qualities and skills needed for the position, or if concerns arise that cannot be resolved, employment may be terminated at any time during the probationary period.
- Staff will receive an annual evaluation each October. At this time, we will also review Wisconsin Registry renewal needs and ensure continuing education requirements are current. Additional evaluations may be conducted as needed.