

Early Childhood Teacher Substitute

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Part-time, 20 hours per week, M-F

PAY/SALARY: TBD

LOCATION: Salem

Family Building Blocks (FBB) is accepting applications for a part-time Early Childhood Teacher Substitute that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk County. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "keeping children safe and families together" is the foundation that helps us build strength in our communities, large and small and committed to putting families at the center of our work. Do you enjoy working in a fast-paced environment? What to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly, then take a few minutes to learn more about our organization and this position? Join our team!

Primary Purpose

The Early Childhood Teacher Substitute at Family Building Blocks will support the teacher in the classroom by maintaining a developmentally appropriate environment; creating and supporting safe and nurturing relationships with children; implementing preplanned developmentally appropriate curriculum in the classroom; assisting in appropriate guidance and supervision of children and modeling appropriate and best practices for interns and volunteers in the classroom, the outdoors classroom and on the bus.

Minimum Education & Experience

- AA/AS degree from an accredited institution with a major in early childhood education, child development, or related degree **OR** At least Step 8 on the Oregon Registry **OR** Completion of 15 credits (quarter system) or 10 credits (semester system) of training from an accredited institution in early childhood education or child development, elementary education, or special education and a commitment to complete a professional development plan within the first year of employment.
- At least 6 months of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant and/or toddlers/preschool age children.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Proficient in using MS Office Suite and ability to learn new programs required for the position.

- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.
- Must have Pediatric First Aid/ CPR card and Food Handler's card or ability to obtain within 30 days of employment.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry and/or Oregon State Police Criminal Records.

Preferred Education & Experience

- At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant/toddlers
- Two years' experience teaching in a developmentally appropriate classroom with children six weeks to five years old with ability to adapt curriculum, environment and interactions to meet the needs of all children including at risk children, special needs children and culturally diverse populations.
- Home visitation experience using evidence-based/home visitation curriculum
- Bilingual English/Spanish

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment driver's license and an acceptable driving record according to FBB criteria.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.

Certificates, Licenses and Registrations

- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. This position is eligible for benefits and prorated PTO/holiday pay.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.