

PLEASE POST

NOTICE OF VACANT POSITION

Applications are being accepted for the following vacancy in the Viking Child Care Center of The Faculty Student Association of Hudson Valley Community College, 80 Vandenberg Ave, Troy, New York.

TITLE: Substitute Teacher

EMPLOYMENT DATE: Immediate

MINIMUM QUALIFICATIONS: High school diploma or GED.

DUTIES AND/OR RESPONSIBILITIES: The Viking Child Care Substitute Teacher reports to the Daycare Director and performs the following duties:

- Assist in establishing and maintaining a safe, healthy learning environment and be responsible for the care, cleanliness, and daily preparation of learning areas
- Assist in providing a classroom environment for children that is developmentally appropriate and responsive to individual children's strengths, interests and needs
- Assume leadership of the classroom in the event of the teacher's absence and assist with the supervision of volunteers
- Provide and promote positive guidance and discipline while supervising children
- Interact positively with children at meals. Model appropriate table manners and encourage the development of independence and self help skills. Encourage language development by carrying on informal conversations
- Work cooperatively with teacher, center staff and outside service providers
- Assist with all required paperwork including weekly lesson plans, weekly parent newsletters and anecdotal records.
- Is knowledgeable of all Child Care, and Universal Pre-K guidelines and implements those that relate to the teaching position
- Establish and maintain positive, supportive relationships with families; greet parents and children upon arrival and departure; be available to discuss with parents progress or concerns regarding their child and encourage parent involvement
- Show enthusiasm, teamwork and a positive attitude toward his/her job
- Participates in training as assigned
- Ensure the classroom is stocked with books and materials that reflect diverse images. Initiate activities and discussions to build self-identity and teach the value of differences
- Participate in fundraising and public relations events sponsored by the center

- Attend and participate in center staff meetings
- Perform all reasonable related duties as assigned by the Director or designated employee.

SALARY RANGE: Available upon request

Cover letter and current resume, labeled with Viking Child Care Substitute, must be sent to the address below. To access employment information please visit [www.hvcc.edu/jobs](http://www.hvcc.edu/jobs).

PLEASE RESPOND TO: Faculty Student Association  
Hudson Valley Community College  
80 Vandenberg Ave  
Troy, NY 12180  
Fax Number 518-629-7166