



JOB DESCRIPTION FOR SUBSTITUTE

SUPERVISED BY: Educational Director and Office Manager

QUALIFICATIONS:

1. A commitment to working with young people with developmental disabilities.
2. A high school diploma OR equivalency.
Associates degree OR a passing grade on the Work Keys test.
Highly recommended - Experience working with children with developmental disabilities.
3. Minimum age of 21.
4. Maturity and reliability.
5. Good driving record and valid Colorado Driver's License.

RESPONSIBILITIES:

1. To supervise students and care for their physical, emotional health and safety, recognizing their worth, affirming their abilities, and striving to promote dignity in all relationships.
2. To follow the procedures and programs designed by the education team.
3. To record data and related behaviors.
4. To accompany students into the community for training in independent living skills, community skills, social skills, and life skills.
5. To be a positive role model for students and co-workers.
6. To perform other duties assigned by the Directors and Lead Teachers.
7. To perform housekeeping duties to keep the school clean and safe, including upkeep and maintenance of all school supplies.
8. Complete and update personnel file.
9. Follow dress code appropriately.

SCHEDULE: As needed. Hours for full day are 8:30 am to 3:00 pm