



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	<b>Educator (Substitute)</b>	<b>Supervisor:</b>	Program Coordinator
<b>Location:</b>	Family Literacy (Smith School)	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Family Literacy Program	<b>Hours:</b>	0- 20/week. (No guarantee of hours)
		<b>Pay Rate:</b>	\$20.00/hour
<b>Schedule:</b>	Monday – Thursday, 8:30AM-1:30PM (as needed)		

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Bachelor's Degree in area related to Education.
- Current PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

### GENERAL REQUIREMENTS

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Substitute for Adult Education classes (ESL and GED) and/or Early Childhood Education. All lesson plans will be ready for the substitute. You will be contacted as needed for subbing.

Candidate must enjoy being a team player and providing excellent care and service to a diverse population. This position requires someone who has strong communication skills and is attentive to the needs of the students, families, and the program itself. It is important that the candidate be dependable and maintains a positive attitude.

### DUTIES AND RESPONSIBILITIES

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- Supervise and ensure the safety and well-being of the families at all times, being alert to the needs and/or problems of the families as individuals and as a group. Never leave a child unattended.
- Assist in keeping the facility clean, neat, orderly, and safe for families, and that necessary supplies are available.
- Attend staff meetings and special training required by the program and/or as assigned by the Program Coordinator.
- Report to Program Coordinator any special needs or problems of individual students.
- Immediately report to Program Coordinator any cases of suspected domestic violence, child abuse or neglect.
- Maintain a steady flow of communication between the students, faculty, and administration. This communication is needed to update the status and monitor the progress of students in the program.
- Motivate and assist the students to follow the rules and regulations of the program.
- Interact positively with parents and facilitate positive parent/child interaction. Conduct yourself as an appropriate role model for parents by demonstrating positive attention to children at all times.
- Respect the rights of families in the program and maintain their confidentiality.
- Keep daily attendance logs.
- During ILA time and other program activities provide proactive assistance to parents, especially those who have more than one child in the program.
- Provide supervision of children, parents, volunteers, and all others in your classroom.
- Perform all other duties as assigned by the Program or her/his designee.

## ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
- <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
- <https://epatch.state.pa.us/>
- Federal Criminal History Record
- <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
- <https://www.reportabusepa.pitt.edu>

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