

APPLICATION FOR SUBSTITUTES
RED CABOOSE CHILD CARE CENTER, INC.
654 Williamson St., Madison WI 53703

NAME _____ DATE _____

ADDRESS _____

PHONE: _____ EMAIL: _____

PLEASE CHECK THE FOLLOWING THAT APPLY:

___ I have completed 3 credits, on the college level, in Early Childhood or Elementary Education, related to child development (**please attach transcript**)

Name of course: _____

___ I have completed the following classes, on technical school level (**please attach certificate**)

___ Introduction to the Child Care Profession

___ Skills and Strategies for the Child Care Teacher

___ Other _____

___ I have a CDA or equivalent (**please attach certificate**)

___ I have an associate degree in child development (**please attach transcript and diploma**)

___ I have a BA or BS in early childhood education (**please attach transcript and diploma**)

___ I have a Registry certificate (**please attach**)

___ I have had 80 full or 120 part days experience providing direct childcare (as a teacher or volunteer) in a licensed day care center, kindergarten, or early or elementary childhood program

___ I have had training in ___ Shaken Baby ___ SIDS ___ CPR ___ First Aid

I AM INTERESTED IN SUBSTITUTING IN:

___ Turtle Room (1 year olds)

___ School Age Programs

___ Elephant Room (2 year olds)

___ Lapham afterschool (grades k-2)

___ Bumblebee Room (3 year olds)

___ Marquette afterschool (grades 3-5)

___ Grasshopper Room (4 & 5 year olds)

___ Summer Camp (grades K-5)

___ Kitchen as cook

DAYS AND TIMES AVAILABLE TO WORK:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

LIST THREE RELATED EXPERIENCES:

Organization & Supervisor _____

Position _____ Dates _____

Phone _____ Ages of Children _____

Duties _____

Organization & Supervisor _____

Position _____ Dates _____

Phone _____ Ages of Children _____

Duties _____

Organization & Supervisor _____

Position _____ Dates _____

Phone _____ Ages of Children _____

Duties _____

Please write a statement describing your experiences and special skills and talents working with young children.

I certify the information in this application is true. I understand Red Caboose may call any of the people/agencies listed above for information and references.

signature

date

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender Male
 Female

Ethnicity Hispanic or Latino
 Not Hispanic or Latino

Race White
 Black
 Asian
 Pacific Islander
 American Indian/ Alaskan Native

Age _____

Disability Do you have a disability yes no

How did you hear about this position?

- Isthmus
- Craigslist
- UW Student Job Center
- Edgewood Job Placement
- MATC Job Placement
- Friend/Family
- Local Organization: _____
- Other: _____

Red Caboose Child Care Center, Inc.
SUBSTITUTE TEACHER, JOB DESCRIPTION

Overall Responsibilities

This is an on call position with varying shifts in different classrooms Monday through Friday 7:30 am to 6 pm. A substitute teacher provides direct care for children ages 1 through 5 at the center, and for kindergarteners through fifth graders at after school and Camp Caboose. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. This position works directly with and under the supervision of the teachers in each classroom.

I) Qualifications

- A) Education - Must meet State Licensing requirements for assistant teacher or teacher.
- B) Experience - Must meet State Licensing requirements for teacher; prefer at least one year experience with toddler and preschool children and/or school age children.
- C) Physical - Must be able, within reason, to lift equipment and children during routine care; must be able to participate in physical activities with the children (such as games and walking field trips); must be able to keep children safe in an emergency (such as moving, holding or guiding children to safety).
- D) Skills – Must demonstrate flexibility, problem solving, organizational, interpersonal skills and communication skills.

II) Specific Duties

- A) Child Interaction
 - i) Interact appropriately with children during all phases of the day (including planned and unplanned activities, meal and nap times, field trips, and transitions) in a warm, accepting and nurturing way.
 - ii) Provide consistent and positive limits and expectations, and use positive child guidance techniques.
 - iii) Oversee the entire classroom or group situation. Follow Red Caboose tracking procedures.
 - iv) Ensure the health and safety of the children: maintain knowledge of and administer first aid; respond to emergencies; assist teachers during fire and tornado drills; and report accidents to a teacher.
- B) Parent Relations
 - i) Communicate with parents in a positive manner. Refer questions or significant issues to permanent staff.

C) Program Implementation

- i) Assist teachers in carrying out daily curriculum, small and large group activities, and transitions.
- ii) Maintain routines and schedules of the classrooms.

D) Other Duties

- i) Comply with Red Caboose policies and work rules, State Licensing regulations, and City Accreditation standards.
- ii) Maintain confidentiality regarding all center staff, children, and families.
- iii) Maintain professional, respectful, and cooperative relationships with staff, student teachers and volunteers.
- iv) Other duties that fall within the scope of the job description as directed by your supervisor.