



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: School Age Care Substitute Teacher (Child Care Leader III)
Rate: \$19.45/hour
Job Location: Hollywood Recreation Center and various sites throughout St. Mary's County
Hours: Part-time, Monday – Friday during SMCPs school year. Must be available to work 6:15-9:00am AND/OR 2:30-6:30pm, as well as Out of School Camp days, 2-hour delay and 2-hour early dismissal days. Some evenings and weekends may be required for special events.
Summer Camp positions available June – August

Supervision:

Supervisor: Site Director/Program Coordinator

Supervises: Teacher Assistants

General Statement of Duties:

Substitutes fill in for school age care site directors, teachers, and aides on an as-needed basis. Substitutes lead or assist with the operation of before and after school programs. Interact with all children in care by talking and participating in activities with them. Always supervise children to ensure their safety. Plan craft activities, group games and team building activities appropriate for elementary school age children. Implements accommodation plans for special needs children, taking direction from inclusion staff and site director. Acts as site director in his/her absence.

Essential Responsibilities:

The Substitute will:

- Always maintain a professional self-image and project the values of the department, act as a positive role model for the children and an advocate of inclusion in the community
- Communicate with site director, parents, coordinator, and other staff in a professional and respectful manner regarding children's progress, areas of concern and needs
- Maintain all program materials and locations in a clean and orderly manner
- Comply state licensing requirements and departmental procedures
- Monitor individuals and/or groups of children in a variety of settings (e.g. classroom, playground, etc.) for the purpose of enforcing program rules and procedures regarding student behavior and participation and/or providing a safe, respectful, and positive multicultural environment
- Review accommodation plans for children, implement plans to include all children in the program
- Run site in the absence of the site director
- Attend mandatory meetings/trainings
- Assist in preparing for and running special events sponsored by the division
- Complete other duties as assigned by site director, recreation specialist or coordinator

Job Specifications:

Minimum Qualifications: Only candidates who meet the following requirements should apply:

Education/Experience:

Must have work or volunteer experience with children in a licensed program or formal care/recreation setting. Preferred: Completion of 90-hour child growth and development and school age curriculum (Maryland State Department of Education School Age Lead Teacher) OR be a licensed teacher.

I – Entry Level: Must have experience working with children in a formal setting (licensed childcare, summer camp or public/private school setting)

II – Must be qualified as a School Age Teacher per MSDE childcare guidelines AND at least 2 years of experience working in an approved setting

III – Must have valid teacher’s certification AND over 2 years of experience working in an approved setting

For All Levels: Must have transportation to various sites throughout the county. **Must be at least 19 years old.**

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications. Must obtain Medication Administration certification through MSDE. Must comply with all training requirements required by MSDE, including, but not limited to Basic Health and Safety Training, COVID-19 training, Including All American’s with Disabilities Act Training, 9-hour communication class or 1 college course for credit and other training as required.

Required Skills and Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Refers complex inquiries to site director or coordinator.
- Communication – Considerable ability to effectively communicate with children and staff. Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate in writing and verbally in an effective and professional manner. Ability to communicate effectively with large groups of children.
- Problem-solving – ability to anticipate problems and develop and implement appropriate solutions
- Ability to be flexible in schedule and personal objectives.

Additional Requirements:

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services

check. Must always maintain approved CPR and First Aid certification. Must submit Office of Child Care Medical Report prior to first day of work and every 5 years thereafter.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

Site Locations: Before and After School locations: Hollywood Recreation Center, Duke ES, Evergreen ES, Lettie Dent ES, Oakville ES, Banneker ES, Leonardtown ES, Chesapeake Public Charter School

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf
Positions are open until filled.

Contact: Cherie Nelson, Youth and Camp Programs Coordinator, 301-373-4689, cherie.nelson@stmaryscountymd.gov