

Thank you for your interest in joining our team at the University of Florida Early Childhood Collaboratory (UF ECC)! Below is a little information about our program. To learn more, visit www.babygator.ufl.edu.

UF ECC Snapshot:

Mission: *Our mission is to provide quality care and early education, foster a life-long love of learning, advocate for best practices in all areas related to children and families, advance research across disciplines, support professional development in the field, and to promote UF's culture of excellence.*

Core Values: Collaboration, Growth, Diversity & Inclusion, Service

Locations:

- Anita Zucker Hall – serves children ages six weeks to five years of parents affiliated with UF
- Newell Drive – serves children ages six weeks to five years of parents who are affiliated with College of Medicine, PHHP, Pharmacy, and UF Health
- Diamond Village – serves children ages six weeks to five years of parents affiliated with UF
- All locations –
 - Support UF students, faculty, and staff studying or researching child development, education, family studies, and related fields. Host researchers, practicum, interns, and volunteers.
 - Employ a team-teaching model in each classroom
 - Work to meet each child's individual needs, utilizing family and professionals' support if needed

About the Position:

Substitute Teachers will:

- UF ECC Mission
 - Demonstrate the BG mission and core values in daily activities at BG
 - Demonstrate the BG mission as a member of the community
- Behavior Management
 - Be knowledgeable of age and developmentally appropriate methods of promoting appropriate behavior
 - Be knowledgeable of age and developmentally appropriate methods of modifying inappropriate behavior
 - Consistently address inappropriate behavior in a fair and professional manner
 - Work collaboratively with staff and parents to modify inappropriate behaviors
- Classroom Environment
 - Provide assistance in the creation and maintenance of a clear, well-organized, and inviting learning environment
 - Assure that their classroom operates in a safe, healthy and developmentally appropriate manner at all times
 - Identify and correct unhealthy and unsafe conditions in the classroom and playground
 - Meet Department of Children and Families and NAEYC regulations and standards at all times
- Classroom Management
 - Create an environment conducive to the development of positive emotional, social and self-management skills
 - Establish and maintain positive rapport with children, families, and staff at all times
 - Consistently demonstrate positive approaches in the guidance of child behaviors and support and encourage all teachers to do the same

**Information for the Substitute Teacher Position - Student
Assistant/OPS/Federal Work Study Employees**

- Ensure that all children are supervised by sight and sound at all times
- Curriculum & Lesson Plans
 - Implement developmentally appropriate, play based, weekly lesson plans jointly with team members that meet the developmental and learning needs of all children in the classroom
 - Modify curriculum recommendations to meet the unique learning needs of children in their care
- Illness and Disease
 - Check children throughout the day for evidence of illness or injury
 - Notify full time staff when children are ill or in need of medical care
 - Notify an administrator immediately when infectious disease or unhealthy conditions exist in the classroom
 - Complete a full and detailed injury or incident report, as needed
 - Provide immediate first aid care to children who are ill or injured
 - Maintain his/her own health, physical, mental and emotional well being
- Multiculturalism
 - Acknowledge, respect, and show sensitivity to differences in cultures, language, ethnicity, family beliefs, and practices of children, families, and staff.
 - Promote children's understanding and knowledge of their own culture and respect for others' cultures
- Physical Ability
 - Teachers must be physically able to perform all duties related to the care and teaching of young children with reasonable accommodations, including repeated bending, kneeling, sitting on the floor, and lifting children up to 40 lbs.
- Professional Development
 - Complete a minimum of 10 hours of workshops or training in early childhood education or related areas, each year
- Children with Special Needs
 - Welcome children with special needs in to his/her classroom
 - Modify curriculum, environment and teaching methods to assure the child with special needs meets his/her learning and developmental goals
- School-Parent Relations
 - Meet and greet parents upon arrival and departure
 - Maintain a positive rapport with parents and family members
- Work Habits
 - Arrive at work on time each day
 - Take breaks for appropriate lengths of time at times convenient for the team and the children
 - Schedule time off at times when the classroom will not be adversely effected or short staffed
 - Work cooperatively with team members
 - Maintain confidentiality of child and family information
 - React to change in a professional and productive manner
 - Express concerns about UF ECC staff, administration, procedures, etc in a professional manner, to the appropriate personnel
 - Support special activities at UF ECC in a professional and helpful manner
 - Communicate well with colleagues and administrators
- Other
 - Address other duties, as assigned by the Director or Associate Director, that are job-related and supportive of UF ECC

**Information for the Substitute Teacher Position - Student
Assistant/OPS/Federal Work Study Employees**

Dress Code: UF ECC t-shirt and solid color professional bottoms. T-shirts can be purchased from the front office for \$8 each and can be paid by check, money order, or credit card.

Requirements for Continued Employment:

- All Student Assistant/OPS/Federal Work Study employees are required to work a minimum of 25 hours per month in order to remain employed.
- Successful completion of required trainings, per our licensing agency and the University of Florida (detailed list of trainings and time frames can be found on the “Requirements for Continued Employment” document).