

CHILDREN AND COMPANY  
TEACHER SUBSTITUTE  
2 positions for each class

**AVAILABILITY REQUIREMENT:** Must be able to substitute regularly and reliably whether you get two weeks' notice or two hours' notice. Substitutes can arrange ahead of time with each other to cover days in advance. Returning members preferred or someone who has had experience cooping, as well as a parent whose child is OK with having them in the classroom. This job requires someone who is enthusiastic about spending time with a large number of children, is able to talk well with young children, and is able to willingly assist the teacher.

1. Substitute for the Teacher as needed. Although the Substitute receives as much notice as possible, sometimes that may only be a couple of hours. It is possible that you will be needed more than once per month, particularly in the winter when illness is more prevalent.
2. Arrive 15 minutes before the start of class, to the extent possible. Assist Teacher in preparing for the class's projects. Make sure all supplies are ready to go.
3. At least two Substitutes will be needed on parent-teacher conference days. These days are noted on the calendar.
4. Required attendance at Teacher orientation prior to the start of school for at least one hour.
5. Interact and play with the children during free play. Move about the classroom and try and interact with all of the children, to the extent possible. Redirect children who are having conflicts with one another. Correct misbehavior as needed.
6. Ask the Teacher where your help is needed most to facilitate the children completing their projects. Assist the children as needed being mindful not to direct the children too much; we want their art work to be 'their' work as opposed to perfect. Help clean up and put supplies away.
7. When preparing for snack, accompany the children into the bathroom and help them wait their turn in line and wash their hands.
8. During snack help the Teacher and the co-op parent see that the children are seated, napkins are opened and they are ready to be served. We ask the children not to eat until all friends are out of the bathroom, as a courtesy to those who washed their hands last; remind the children of this as needed. We also gently remind the children to use manners and say please and thank you when they are being served. We ask the children not to leave the table with food, rather to remain seated until they are finished. Please also help to remind the children to clean up after themselves, which may require accompanying them back to the table where they were sitting to help them clean up.
9. Help the children with outdoor wear. Also, help the Teacher keep some semblance of order in the hallway leading out to the playground as the last few coats are being put on. Once outside, assist the teacher in monitoring the children's play, ensuring they are safe. Redirect any conflicts and correct any misbehavior.

10. Substitutes MAY NOT help the children with the toilet or change diapers (per state regulations). These tasks MUST be performed by the Teachers. On conference days, ask a Teacher to step out of the conference to assist any child who required help with the toilet or needs a diaper changed.

11. Office of Child Care, Licensing Requirements:

The following procedures/forms are required by our State licensing department for all Substitutes, including back-up Substitutes, and must be completed prior to the start of school in September (or as soon as possible after the start of school). You will not be allowed to Substitute in class if you have not completed the procedures/forms below.

\*\*If you have been a Substitute for Children and Company previously and have already completed these requirements for that position, you do not have to do them again.

a) Fingerprinting/Background Check - see attached procedure

b) Substitute Form (get form from Job Coord) – put your name and address at the top; 'Parent of a child attending preschool taught by Provider' is the "Relationship to provider"; put the school's name and address for Provider info; place appropriate check marks for questions in the table; sign the form

c) Release of Information (get form from Job Coord)

- Bring this form to complete and sign in front of a notary (East Columbia branch library has notary services by appointment for a \$2 fee per signature, call 410-313-7750 for an appt; the UPS store on Centre Park Dr. notarizes on a walk-in basis weekdays from 9-3, except Wed, also for a \$2 fee).

d) Medical Report for Child Care (get form from Job Coord) - schedule a doctor's visit or submit this form to your doctor's office to be completed if you've recently had a visit.

Specific Information for Back-Up Substitutes:

If the official Substitutes are unavailable, the back-up Substitute for the affected class will be called. At least one back-up Substitute per class will be designated at the beginning of the school year. Back-up substitutes are parents who have volunteered, in addition to their regular position in the school, to substitute on a limited basis according to the following policy: back-up subs will only be called in a situation where a Teacher will be out all week or when all regular Subs are not available on that day. Board members and parents who have previously been Substitutes are preferred as Back-Up Subs.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of **all** receipts for all disbursement made on behalf of the school.

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## **Procedure to Obtain Fingerprints and Background Checks for Substitute Teachers**

Following are 3 different options for obtaining the fingerprint/background check. Choose the option that best suits your needs.

### **Option #1: Criminal Justice Information System (CJIS) location**

Visit the Department of Public Safety and Correctional Services website at <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml> (the website is run by the state of MD). The Reisterstown location listed on the site does the fingerprinting and processes and mails State and Federal (you need both) background check reports (location is about a 30 minute drive from the school).

Bring a completed application form with you (form can be downloaded from the website listed above). After entering your personal information, driver's license #, etc., enter the following 2 agency authorization codes: **9400006022** and **1100000064** (for Children & Co. and the Office of Child Care, respectively). For recipient, enter the following two addresses:

**Attn: [name of current C&Co President]  
Children and Company  
P.O. Box 1364  
Columbia, MD 21044**

and

**Maryland State Dept. of Education  
Office of Child Care - Region VI  
3300 N. Ridge Road Suite 190  
Ellicott City, MD 21043**

You do not need to fill in the space for ORI#. List the request type as "Childcare" (there's a checkbox). The form says they only mail reports for "Visa Gold Seal" or "Individual Review", but when I called, they said they mail it to the address you indicate if you include the authorization code.

They accept credit cards and checks (no cash), and the total cost as of August 2009 was \$57.25. You can expect to wait an hour or more (sometimes up to 3 hours); therefore, bringing kids is not recommended. The best times to go are from 8:30-10am and 2-4pm. The worst days to go are Mondays and Tuesdays.

You can get directions from the site. A few tips - When you get on Reisterstown Rd towards Pikesville, go about 2.5 miles. The site is located on the far right side of the Plaza Mall. The #6776 appears on the front of the bldg. Drive around to the back of the building to park. The entrance to fingerprinting is in the back.

Reports should be processed and mailed to recipients within 1 week from the time of application (copies of the two reports will also be sent directly to you). Fingerprint background checks must be obtained, preferably prior to the start of school, by all Substitute Teachers according to Dept of Health and Resources regulations.

**Option #2: ScreenFirst, CJIS-authorized Fingerprinting Site**

([www.screenfirstinc.com](http://www.screenfirstinc.com), 410-624-2688)

ScreenFirst provides fingerprinting services to prospective employees of child care development centers (our state licensing dept. forwarded their info. to us because we are authorized to use their services). ScreenFirst may have shorter wait times and faster turn-around of background check results.

Obtain a ScreenFirst Fingerprint Request Form from the Job Coordinator (or ask President to call the ScreenFirst office at 410-624-2688) to obtain additional forms). Authorization codes for the form are: **9400006022** and **1100000064** (for Children & Co. and the Office of Child Care, respectively).

Bring a completed Fingerprint Request Form with valid photo ID to ScreenFirst's office located at:

3 Greenwood Place, Suite 103

Pikesville, MD 21208

Fingerprinting fee is \$15, plus applicable state (\$18) and FBI-federal (\$19.25) fees. Total cost for a full background check (state and FBI) is \$52.25. They accept money orders (payable to ScreenFirst), business checks, VISA, Mastercard, and Discover. No cash or personal checks.

Directions: take I-695 to exit #20 – Reisterstown Rd towards Pikesville. Drive 0.5 miles. Turn Right at Old Court Road. Turn Right at Greenwood Place. Turn Right into 3 Greenwood Pl (1<sup>st</sup> office building behind 7-Eleven). Drive to the back of the building to enter office).

**Option #3: Other Fingerprinting Locations listed on**

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

You can also check the state's website for additional locations. Some will do all components of the process, while others may take your prints but not submit them for processing (you would be responsible for that step).

A location used by one of our members that did all components of the fingerprinting/background check process and charged the same fee as the other options listed above was FYI Fingerprints, located in Ellicott City, MD. Their website is: <http://www.fyifingerprints.com/>.

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