

Job Title: Part Time Substitute

Anticipated Start Date: Flexible

Estimated Pay: \$15 per hour, bi weekly

Schedule: Flexible within business hours, Monday-Friday, 7:00am-6:00pm

Location: UD Early Learning Center, 489 Wyoming Road, Newark, DE 19716

The Early Learning Center (ELC) is a high-quality, nationally accredited program of early care and education and a living laboratory in childhood development for ages 6 weeks through 8 years. We have 19 classrooms and a dedicated team of about 45 full-time staff members, serving children from 6 weeks old through 2nd grade. We are open year-round, Monday through Friday from 7:00 AM to 6:00 PM. At the ELC, we place a strong emphasis on building meaningful relationships with children and families, and we believe deeply in the power of play as a tool for learning, connection, and development. Our classrooms are warm, welcoming spaces where children are encouraged to explore, create, and grow through hands-on experiences and supportive guidance.

The ELC is seeking responsible, motivated part-time staff to provide support in classrooms. Classroom support shifts are available in consistent or flexible schedules, 15 – 30 hours a week, 7 am – 6 pm. This is a part-time, non-benefitted position. Do you have a natural connection with children? Are you empathetic to their needs, motivated by their curiosity, and enthusiastic about supporting their growth and development? If so, you might be a great fit for our team! If you're someone who enjoys working with children and wants to learn more about early childhood education, we encourage you to apply.

Primary Responsibilities:

- Work cooperatively with full time ELC staff to aide in the implementation of daily educational plans
- Building positive, respectful relationships with children, families, and staff
- Engaging children in play-based learning and meaningful interactions
- Helping maintain a safe, clean, and organized environment through active supervision
- Modeling positive behavior and communication
- Assisting with classroom routines and daily transitions such as group times, mealtimes, rest, and outdoor play
- Follow health and safety policies and practice universal precautions and infection control, including appropriate hand washing, sanitation, diapering procedures, and food handling procedures.
- Practices confidentiality in all matters related to staff and families and propriety information regarding the operations of the ELC
- Complies with University, Delaware Office of Child Care Licensing and ELC departmental policies and procedures
- Performs other related duties as assigned.

Qualifications:

- Passion for early childhood education and care
- Related coursework and/or training experiences
- Working experience with children
- Reliable attendance and ability to communicate effectively

- Please note, all UD Employees, including part time, are required to pay for parking.

Hiring Timeline:

1. Application Review 1-2 weeks after submission
2. Zoom Interview 1-2 weeks after application review
 - a. If requested, working Interview 1-2 weeks after zoom interview
3. Offer extended 1-2 weeks following interviews
4. Onboarding process approximately 3 weeks, if diligent with tasks

Please note that dates are subject to change depending on the needs of the department.

Questions? Please contact Sarah Carr, Program Coordinator, at sarolsen@udel.edu.