



# Nantucket Community School

## Job Description

<b>TITLE:</b>	Early Childhood Program Substitute Facilitator
<b>REPORTS TO:</b>	Early Childhood Coordinator
<b>TERMS OF EMPLOYMENT:</b>	This is an hourly, part-time position, up to five hours per week. The rate is \$27-\$30 per hour.
<b>JOB SUMMARY:</b>	The substitute program facilitator will cover programming in the event of absence.

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### QUALIFICATIONS:

- Previous experience in early childhood development and children's programming is a plus.
- Ability to establish and maintain effective working relationships with others.
- Ability to converse with members of the public in a pleasant and effective manner.
- Ability to take initiative and work with a team.
- Bilingual in Spanish and English is preferred but not required.

### DUTIES AND RESPONSIBILITIES:

1. To cover early childhood programming in the absence of full-time staff under the guidance of the Early Childhood team.
2. Provide clear, consistent, and effective communication strategies with coworkers, customers, staff, and students.
3. Maintain confidentiality of families participating in programming.
4. Act as a friendly ambassador for Nantucket Community School and Nantucket Public School District.
5. Present a professional appearance, a positive attitude, and a high standard of customer service at all times.
6. Perform such other tasks as determined by the Early Childhood Coordinator, and/or Director of the Nantucket Community School.

**APPLICATION:** Position opened until filled. Interested candidates should apply to the NCS Early Childhood Education Coordinator. Candidates are requested to submit a letter of interest, resume, and NCS application via email to [croninp@npsk.org](mailto:croninp@npsk.org). Applications can be found at [www.nantucketcommunityschool.org](http://www.nantucketcommunityschool.org)