



# *Child Care Staffing Solutions* (CCSS)

**Taking care of your child care staffing needs.**



## **Child Care Center—Substitute** Job Description

**Madonna Center-Child Care Staffing Solutions (CCSS)** is a child care staffing program dedicated to meeting short and long term substitute and permanent child care staffing needs.

We are currently seeking well qualified applicants to meet the growing demand for child care substitutes. The target population includes licensed child care centers located in San Antonio, providing childcare education, activities, and recreation for children ranging from age 4 weeks to 12 years old.

### **SUMMARY OF RESPONSIBILITIES:**

- As directed by Center Director, you will be responsible for the daily supervision and management of a primary care age group of children. Assignment of daily tasks and activities will be provided by Center Director.
- Must attend an Orientation (provided by the staff of Madonna Center), prior to being assigned to a classroom. (Orientation is mandatory).
- Carries out daily lesson plan as provided by Center Director.

### **APPLICANT MUST POSSESS THE FOLLOWING:**

- Must possess love for children and an ability to relate well with them, families, and co-workers.
- Excellent written and verbal communication skills.
- Must demonstrate a positive attitude and be a team player.
- Must have a flexible schedule and be available for work as needed between the hours of 6:30 a.m. – 6:30 p.m.
- Must have reliable transportation
- Must be willing to comply to background check i.e. fingerprint and criminal background check.

### **MINIMUM QUALIFICATIONS:**

- Will have a CDA certification or working towards CDA certification, OR
- Have extensive working experience with infants and children
- Open to working a flexible schedule
- Participate in Orientation training as required by licensing.

**You may submit your resume or contact us at:**

**Child Care Staffing Solutions (CCSS)**  
**1906 Castrovilla Road, San Antonio, TX 78237**  
**210.432.2374 or email at**  
**info@madonnacentersa.org**