



Position Title: Substitute Childcare Professional

Department: Little Blessings Childcare

FLSA Status: As Needed (PRN/Substitute)

Location: Lincoln, Nebraska

Reports to: Childcare Manager

Date Created: July, 2026

Position Summary: The Substitute Childcare Professional provides high-quality care and supervision for children when regularly scheduled staff members are absent. This position helps maintain a safe, nurturing, engaging, and developmentally appropriate learning environment while ensuring continuity of care for children ages 6 weeks through 5 years.

Substitute staff are expected to adapt quickly to different classrooms, follow established routines, and support the mission and values of Little Blessings.

Essential Duties and Responsibilities:

- Supervise children at all times to ensure their health and safety.
- Create a warm, welcoming, and positive environment where children feel secure.
- Follow daily classroom schedules, routines, and lesson plans provided by the lead teacher.
- Engage children through age-appropriate play, learning activities, songs, stories, and outdoor play.
- Assist with diapering, toileting, handwashing, and other personal care routines while maintaining children's dignity.
- Prepare and supervise meals and snacks following sanitation and food safety guidelines.
- Maintain a clean, organized, and sanitary classroom.
- Follow all licensing regulations, health standards, and center policies.
- Report accidents, injuries, illnesses, or unusual incidents immediately to the Childcare Director.
- Support positive behavior using developmentally appropriate guidance techniques.
- Build respectful and professional relationships with children, families, and coworkers.
- Maintain confidentiality regarding children, families, and staff.
- Assist with classroom setup, cleanup, and transitions throughout the day.
- Be flexible and work in infant, toddler, preschool, or school-age classrooms as assigned.
- Attend required trainings and staff meetings as requested

Qualifications:

- High school diploma or GED required.
- Previous experience working with young children preferred.
- Must meet all state childcare licensing requirements.
- Current CPR and First Aid certification (or willingness to obtain).
- Completion of required state background checks (or willingness to obtain)
- Must be legally authorized to work in the United States.

Knowledge, Skills, Abilities:

- Passion for working with children.
- Excellent communication and interpersonal skills.
- Dependable, punctual, and professional.
- Flexible and able to adjust to different classrooms and age groups.
- Ability to work independently and as part of a team.
- Strong observation and problem-solving skills.
- Ability to remain calm during emergencies.
- Basic understanding of child development.

Physical Requirements:

The employee must regularly:

- Lift and carry children weighing up to 40 pounds.
- Sit on the floor, kneel, bend, squat, and crawl.
- Stand and walk for extended periods.
- Push strollers and classroom equipment.
- Assist children during emergencies and evacuations.
- Work both indoors and outdoors in varying weather conditions.
- Maintain visual and auditory supervision of children at all times.

Expectations:

Substitute Childcare Professionals are expected to:

- Arrive on time and ready to work.
- Dress appropriately.
- Maintain a positive, professional attitude.
- Demonstrate reliability and flexibility.
- Follow all center policies, procedures, and licensing regulations.
- Treat every child with kindness, patience, and respect.
- Support the mission, vision, and values of the childcare center.

Preferred Characteristics:

We are looking for individuals who are:

- Caring and compassionate
- Energetic and enthusiastic
- Patient and dependable
- Organized and attentive to detail
- Team-oriented
- Positive role models for young children

Disclaimer:

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and qualifications required. Management reserves the right to modify duties and responsibilities as needed to meet the needs of the childcare center.