

Substitute/One on One Aide Screening Tool

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| 1. HS Diploma or GED | Yes | No |
| 2. Are you at least 19 years old | Yes | No |
| 3. Are you vaccinated for COVID-19 | Yes | No |
| 4. 60 college hours with 6 hours in Early Childhood | Yes | No |
| 5. Current First Aid/Infant Child CPR Certificate | Yes | No |
| 6. Current Food Handler Certificate | Yes | No |
| 7. Current Food Manager Certificate | Yes | No |
| 8. Gateways Credential | Yes | No |
| If yes to previous question Type _____ Level _____ | | |
| 9. Experience working with children | Yes | No |
| # of years _____ | | |
| 10. Experience working in food service | Yes | No |
| # of years _____ | | |
| 11. Describe the techniques you have used or would use to manage children's behavior. | | |
| | | |
| 12. Describe the strategies you have used or would use to ensure children are safe in the classroom. | | |
| | | |
| 13. Describe the skills you possess that would make you a good fit for our program. | | |
| | | |
| 14. What days of the week and hours of the day are you available for work? | | |

Total Score _____

The mission of Parent and Child Together (PACT) for West Central Illinois is to provide a high quality comprehensive program of education, health, and social services to children and their families, developing life-long learners.

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Interview Guidance

This is to be completed as an interview-do not hand it to the candidate to fill out.

When a candidate is interested in applying to be a substitute. Introduce yourself and give them a tour of the center. Explain that this interview is going to serve two purposes. 1-to find out if they are eligible for hire. 2-to determine what additional training will be needed.

1. If the candidate answers yes give 5 pts. If the answer is no, the candidate cannot be hired.
2. If the answer is yes give 5 pts. If the answer is no, the candidate cannot be hired.
3. If the answer is yes, proceed with the interview. If the answer is no, the candidate cannot be hired.
4. If the candidate answers yes give 5 pts. (when you have verification through college transcripts this candidate can complete the teacher contract and can be a DCFS qualified teacher in the classroom.)
5. If the candidate answers yes give 5 pts. (when you have proof on file they will not have to complete the first aid/infant child CPR training).
6. If the candidate answers yes give 5 pts. (when you have proof on file they will not have to complete food handler training).
7. If the candidate answers yes give 5 pts.
8. If the candidate answers yes give 5 pts.
9. For every year of experience they have working with children give them 1 point.
10. For every year of experience they have in food service give them 1 point.
11. For every positive technique they list give them 1 point (examples: redirection, remind of rules, choices, model good behaviors, etc.) No points for any punitive technique (tell their parents, call their dad, time out, take something away, etc.) If the candidate gives any prohibited behaviors as examples they cannot be hired for this position. The following behaviors are prohibited:
 - a. Corporal punishment -includes hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear.
 - b. Threatened or actual withdrawal of food, rest, outdoor play, or use of the bathroom.
 - c. Abusive or profane language.
 - d. Any form of public or private humiliation, including threats of physical punishment.
 - e. Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.
12. For any acceptable technique give them 1 point (examples: check the room for hazards, put safety covers on outlets, lock cabinets with dangerous materials, count the children often, always have them within eyesight, etc.).
13. For every skill that aligns with the mission of PACT for West Central Illinois give 1 point.
14. Evaluate your center needs to determine if their availability will meet the needs of the center.

If the candidate scores a total score less than 15pts they are not eligible for hire. If they score 15 pts or more begin the hiring process following the *Substitute Paperwork Checklist*.

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