



Job Description
JOB TITLE: SUBSTITUTE

Exempt:	No	SALARY LEVEL: Please refer to the salary chart
DEPARTMENT:	Head Start/Early HS	HOURS: On Call for regular center hours as needed
LOCATION:	Assigned Site	SUPERVISOR: Center Director, Teacher II
Policy Council approved date:		HR approved date: 03/19/2018

Summary of Position: With supervision, substitute for staff in the classroom, preparing and conducting classroom activities, meals and snacks and working with children. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

Essential Duties and Responsibilities:

- Following the direction of regular classroom staff and with their supervision and guidance work in the classroom on an as-needed basis
- Work within health and safety standards for children and adults
- Present daily activities using appropriate materials
- Assist with meals and snacks as needed
- Insure daily cleaning of classroom and playground
- Work closely with teachers and classroom volunteers
- Have meaningful, respectful conversations with children throughout each day
- Maintain warm, friendly and professional working relationships with children, parents and coworkers
- Insure confidentiality of client information and records
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education, Certificates and/or Experience:

- High school diploma or general education degree (GED) preferred
- 6 or more units Early Childhood Education preferred

In Addition to the above:

- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.

KNOWLEDGE AND SKILLS:

- Working knowledge of the principles and practices of child development and adult learning styles.
 - Understanding of the principles of bilingual and multicultural education.
 - Basic oral and written communication skills.
 - Bilingual, Spanish/English preferred.
 - Knowledge of and sensitivity to culturally diverse groups and persons from low-income families.
 - Basic skills in reading, analyzing, and interpreting procedures and governmental regulations.
 - Basic ability to effectively present and relay information and respond to questions
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- Basic ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals.

- Basic ability to solve practical problems and deal with a variety of situations with good judgment.
- Basic ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS:

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision
- A sincere interest in the development of all children and in building partnerships with families

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee spends approximately 5% of the time writing and/or keyboarding.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions from 45 to 90 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____