

CAROLINA COMMUNITY ACTION, INC.
POSITION DESCRIPTION

POSITION TITLE: SUBSTITUTE

FLSA STATUS: Non-Exempt	POSITION GRADE: 1
COMPONENT: Head Start/Early Head Start	LOCATION:
REPORTS TO: Center Director	
PREPARED BY: Education Manager	DATE: January 4, 2019
APPROVED BY: Head Start Director	DATE: January 10, 2019

SUMMARY

Must possess knowledge of the ways in which children develop an understanding of the needs, interest, and abilities of individual children. This person needs the ability to build a good public image for the Head Start and Early Head Start program and a firm commitment to uphold policies and procedures of the Head Start and Early Head Start program. Assist teacher in all aspects of classroom supervision/instruction. Responsible for the supervision of all passengers on the bus (children, parents and staff).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

1. Assist Teacher to arrange and maintain a safe, clean, and attractive classroom environment.
2. Arrange and maintain a safe, clean, attractive physical environment conducive to learning through hands-on experience.
3. Conduct, supervise, and participate in daily classroom activities.
4. Plan and implement lesson plans appropriately to meet the needs of individual children if necessary.
5. Plan lesson plans in advance for two weeks and submit to Center Director bi-monthly if necessary.
6. Encourage and secure volunteer services of parents and community in class when applicable.
7. Ensure that each child's records are accurate and up to date.
8. Maintain and document ongoing communication with parents concerning child's developmental growth.
9. Make at least two yearly home visits for each child, when in the role as a long term substitute.
10. Serves as bus monitor on established routes as needed.
11. Upholds all state and agency rules and regulations pertaining to the transportation of children on a bus or commercial vehicle.
12. Assist with maintaining daily mileage records and logs to be turned in on a weekly basis to the Transportation Coordinator.
13. Attend in-service, pre-service training, staffing meetings, and other training as directed by the Transportation, Facilities, Center Director, and Education Manager.
14. Be involved in planning training sessions with center staff.
15. Fill in for Teacher, Teacher Assistant/Bus Driver, or Bus Driver/Custodian in her/his absence.
16. Keep the center clean on a daily basis. (Sweeping floors, cleaning restrooms, general maintenance as directed by the Center Director).
17. Fill in as needed in the classroom, cafeteria, and/or playground, as directed by the Center Director.
18. Complete weekly time records.
19. BE PROFESSIONAL IN NOT DISCUSSING CENTER AFFAIRS OUTSIDE ITS DOORS.
20. Carry out other duties as assigned.

PERFORMANCE STANDARDS

Education and Early Childhood Development

Ensure that the education environment is developmentally and linguistically appropriate, recognizing that children have individual rates of development as well as individual interest, temperaments, cultural backgrounds, and learning styles.

Ensure that the education environment supports the development of all children's social and emotional development, cognitive, language skills, and physical skills.

Provide a program of services for infants and toddlers, which encourages the development of a secure relationship between children and their teacher, and supports their social and emotional development and physical development.

Implement a curriculum that recognizes the need for individualized activities, integrates the educational aspects of all program areas, helps to develop children's facility in social relationships, enhances each child's understanding of self, and provides for the development of cognitive skills.

Involve parents in the development of the program's curriculum and approach to child development and education, and to participate in staff-parent conferences and home visits. To encourage parents to observe and participate in their children's learning experiences in the Head Start program.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two to four years' child development or related experience and/or training; or equivalent combination of education and experience. Must also maintain all required training hours as regular teaching staff.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS

Incumbent must demonstrate good verbal and written communication skills, and the ability to work effectively with low-income families. Employee must pass a physical every four years, TB screening, background check (Central Registry, Fingerprint, and SLED), and submit to random drug screenings.

OTHER SKILLS AND ABILITIES

Incumbent must demonstrate a working knowledge of a desktop computer, related software, printer, copier, calculator, laminator, fax, and phone.

CERTIFICATES, LICENSES, REGISTRATIONS

Incumbent must obtain First Aid certification thirty days after employment. Long term Substitute need to acquire a CDA within one year, along with completion of SC Health and Safety Certification.

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

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SPECIFICATION

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.