

**JOB DESCRIPTION**  
**Substitute – Part Time**

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| <b>1. LIFT C.A.A.</b>                             | <b>2. Program: HS/EHS/EHS-CC</b> |
| <b>3. Reports To: Disabilities Specialist</b>     | <b>4. Title: Substitute</b>      |
| <b>5. Grade: 1</b>                                | <b>6. Date: December 2019</b>    |
| <b>7. Approved By: Rebecca Reynolds</b> <i>RR</i> | <b>8. Status: Non-Exempt</b>     |

**JOB SUMMARY:**

The Substitute will assist the Head Start/Early Head Start/Early Head Start-CC in creating and managing an attractive, warm, and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families must have the ability to read, speak and write with proficiency in English language, provide and maintain a safe environment and maintain regular attendance. This is a safety sensitive position.

**ON THE JOB SKILL REQUIREMENTS:**

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.

## **ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

## **DUTIES AND RESPONSIBILITIES:**

1. Assist the Teacher in planning and implementing planned curriculum and Head Start Performance Standards. Assist center staff in preparation for class by setting up equipment, supplies and materials to be used each day.
2. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the classroom. Assist in supervising children as they arrive and depart the Head Start/Early Head Start Center. Maintain ongoing professional and appropriate communication with parents.
3. Help the Teacher set up and maintains an appropriate classroom environment, including organization of space and material storage.
4. Help supervise field trips and recreational activities both in and out of the center and ensure correct child to staff ratio.
5. Supervise activities assigned by the Teacher/Caregiver, such as playground, dining room and bathroom activities.
6. Occasionally the Substitute will be asked to work in the kitchen as a substitute Cook. Substitutes must keep a current Food Handler's Permit to sub in the kitchen. Preparation of meals and snacks including cooking, cleaning and sanitizing must follow USDA rules and Performance Standards.
7. Work with parent volunteers in the center.
8. Work in a team setting with all other staff to determine the needs of the children.
9. Assist the Teacher in demonstrating to parent's effective ways to reinforce the children's needs in the home.
10. Perform all duties in a safe manner. Work together with center staff in keeping the center clean and safe.
11. The Teacher/Caregiver is responsible for discipline in the classroom at all times. However, the Substitute, using good common sense, may redirect a child who is misbehaving.
12. Children will not be punished and/or rewarded in association with rest or food.
13. Smoking will not be allowed on Head Start property. No vulgar language is allowed. Cell phone use will be limited to emergency use only.
14. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.

15. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
16. Provide all information requested for program documentation in a timely manner.
17. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
18. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
19. Keep all records and family information confidential.
20. Continue professional growth by participating in ECE classes, training programs, workshops/conferences, as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
21. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of HS/EHS/EHS-CC and LIFT Community Action Agency, Inc.
22. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.
23. Always use a positive approach and follow Head Start methods of redirection and guidance to handle misbehavior of children. NO forms of physical punishment or humiliation will be used.
24. An appropriate tone of voice and wording is required when talking to children and parents.

#### **SUPERVISORY RELATIONSHIP:**

The Substitute works under the supervision of the Early Head Start Center Director, Lead Teacher, Caregiver and Head Start Teacher and Teacher Assistant and exercises no supervision over other employees.

#### **EDUCATIONAL AND OTHER QUALIFICATIONS:**

1. High School Diploma or GED
2. Obtain and maintain first aide and infant/toddler CPR certification within 90 days from date of hire
3. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippe Violent Crime Offenders Registration Act.

4. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
5. Must obtain and provide documentation of an initial and annual physical health examination and TB screening or assessment (as required).

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LIFT CAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)