

**Child Start, Inc.
Job Description**

Job Title: On-Call Substitute Teacher

Status: Non-exempt

Period of Employment: ON CALL

Hours: Varies

Program/Department: **HS/EHS**

Supervisor: Regional Program Manager

Supervises: None

GENERAL SUMMARY:

Provides support to the center staff to facilitate optimum delivery of services. Responsible for partnering with the teaching staff to further the emotional, cognitive and social development of Head Start children by implementing relationship-based, developmentally appropriate program services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Encourages participation of children by initiating and demonstrating daily curriculum and interactive activities in accord with performance standards, regulations and Child Start values.
2. Collaborates with other program staff and integrates Head Start services into daily routines to meet the individual developmental needs of children. Provides inclusion activities for children with disabilities.
3. Contributes to understanding of individual child needs by coordinating and completing screening and developmental assessments.
4. Implements program goals and philosophy in the classroom and through relationships with parents. Keeps parents informed by posting information in the classroom, conducting periodic home visits and maintaining and sharing records and documents about child's progress, attendance and behavior. Communicates information to parents about available resources. Generates parental classroom involvement.
5. Provides safe environment by practicing safe and healthy work habits, guiding staff, parents and volunteers, and maintaining orderly, clean, and appealing site.
6. Completes and maintains all necessary records and documents for parental information and compliance with performance standards and regulations. Protects families and children by safeguarding confidentiality of personal information.
7. Maintains professional and technical knowledge by attending educational workshops and reviewing early childhood publications.
8. Contributes to training of staff and volunteers by serving as a mentor.
9. Helps improve services, efficiency and goal achievement through ongoing evaluation of operations and work processes.
10. Report any suspected child abuse, as required by law.

EQUIPMENT USED:

1. Telephone, fax, copier, personal computer.
2. Vehicle

JOB CONDITIONS / COMPLEXITY:

Work is performed using established service area plans, resource materials and the procedures and regulations of the program. Frequent standing and walking. Exposure to childhood illnesses and noise. Needs to be present with children at all times. Regular bending, squatting and sitting to communicate with children at their level. Lifting up to 50 pounds.

QUALIFICATIONS:

- A. Twelve (12) units in early childhood education. For substituting in Early Head Start Classes three (3) units in Infant/Toddler classes is required.
- B. Prior experience in teaching low income, multi-ethnic preschool aged children.
- C. Effective interpersonal, communication, and teaching skills.
- D. Ability to pass medical exam and TB test.
- E. Ability to obtain First Aid/CPR certification.
- F. Ability to learn/administer/work with:
 1. A comprehensive child development program
 2. Head Start Performance Standards, Title 22 licensing regulations and other related requirements of child development programs
 3. Low income, ethnically and linguistically diverse populations
 4. Universal precautions in a child development setting
 5. Americans with Disabilities Act.
- G. Ability and desire to work towards obtaining a Children's Center Permit or Associate of Arts degree in early childhood education by completing college coursework and/or equivalent training.

PHYSICAL, SENSORY, ENVIRONMENTAL AND INTERPERSONAL CHECKLIST

Job Title: On-Call Substitute

Please complete the following sections by putting X's in the appropriate boxes						
In a/an <u>8</u> hour work day, this job requires: <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> R= Rarely (less than 0.625% of time) O= Occasionally (0.625% - 30% of time) F= Frequently (31% - 68% of time) C= Continually (69% - 100% of time) NA= Not Applicable </div>						
RFCP= Requirements for Consecutive Performance (make notes in "Comments" column)						
1. PHYSICAL REQUIREMENTS	R	O	F	C	NA	Comments (RFCP)
Sitting		X				
Stationary standing			X			
Walking			X			
Ability to be mobile/running		X				

Crouching (bending at knees)		X				
Kneeling/crawling		X				
Stooping (bending at waist)			X			
Twisting (knees/waist/neck)			X			
Turning/pivoting			X			
Climbing		X				
Balancing			X			
Reaching/lifting overhead			X			
Reaching extension			X			
Grasping				X		
Pinching		X				
Pushing/pulling Typical weight <u>20 LBS</u> Max. weight <u>50 LBS</u>	X	X				
Lifting/carrying Typical weight <u>15 LBS</u> Max. weight <u>75 LBS</u>	X	X				
Manual dexterity/keyboarding	X					
Other physical demands:						

2. Sensory Requirements	R	O	F	C	NA	Comments (RFCP)
Talking in person				X		
Talking on telephone		X				
Hearing in person				X		
Hearing on telephone		X				
Sight				X		
Other sensory requirements:						

4. Environmental Setting	Comments
Safety requirements (e.g., clothing, equipment used, such as ladders)	MUST WEAR CLOSED TOE SHOES THAT PROVIDE SUPPORT TO FEET WHEN WORKING IN CLASSROOM

Exposure (e.g., fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood and bodily fluids, contagious diseases)	MUST BE ABLE TO WORK FREQUENTLY IN OUTSIDE WEATHER CONDITIONS AND FREQUENTLY IN MODERATE NOISE LEVEL
Operation of equipment and machines (e.g., motor vehicles, computers, power and hand tools, copiers)	MUST BE ABLE TO OPERATE AUTOMOBILE, COMPUTER, PRINTER, COPIER AND FAX
Hygiene standards (e.g., food handling, sterilizing equipment, cleaning blood and bodily fluids)	MUST HAVE CURRENT CPR AND FIRST AID CARDS; MUST BE TRAINED IN IMPLEMENTING UNIVERSAL PRECAUTIONS.
Other environmental requirements:	

This position is classified as non-exempt as defined by the federal Fair Labor Standards Act, and is not exempt from overtime and is covered by the Collective Bargaining Agreement with SEIU, Local 1021.

Child Start is an equal opportunity employer.

The information contained herein is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.