



Regional Consolidated Services

Job Description



Department Head Start

Job Title Substitute Teacher

Purpose: The substitute teacher position exist to fulfill the goals and objectives of the program and to assist in record keeping in the absence of regular teaching staff.

Essential Functions and Responsibilities:

1. Provide the children with a safe, loving and nurturing environment.
2. Meet the children’s needs in all areas; physical, emotional, social and intellectual.
3. Function as part of a supportive team
4. Maintain a room arrangement that is safe, clean, inviting, interesting and stimulating.
5. Carry out appropriate and positive discipline as established by the lead teacher
6. Follow all Head Start policies, procedures.
7. Work in coordination with all components and personnel.
8. See that the program goals are implemented
9. Be sensitive and responsible to parents and act as resource person for them

Other Duties and Responsibilities:

1. Other duties as directed by the Child Development coordinator or the Head Start director.

Supervisory Responsibilities: None

Knowledge and Skills:

1. Relate joyfully and sensitively to children.
2. Evidence of emotional maturity and stability.
3. Evidence of sufficient security and judgement to handle crisis situation
4. No record of child abuse or neglect.

Fiscal Responsibility: None

Physical Demands: See, hear, speak; use fingers, hands, arms; walk (sometimes fast or run); able to lift and move up to 60 pounds; bend, stoop, push, pull; and take CDL test.

Working Conditions:

1. Primarily a classroom setting with moderate to loud noise level. Playground setting with loud noise level. Travel on field trips and to other sites.

QUALIFICATIONS:

1. High School diploma or GED required
2. Clean criminal and child abuse/neglect records required

Classification: Nonexempt. The Child Development Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____