

Regional Consolidated Services Joh Description

Purpose: This position exists to fulfill the goals, objectives and needs of the program.

Primary Duty: Provide coverage in the absence of teaching staff.

Essential Functions and Responsibilities

- 1. Maintains working knowledge of Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
- 2. Provide the children with a safe, loving and nurturing environment.
- 3. Offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
- 4. Function as part of and help build a supportive team.
- 5. Maintain a room arrangement that is safe, clean, inviting, interesting and stimulating.
- 6. Carry out appropriate and positive discipline as established by the lead teacher
- 7. Work in coordination with all component areas.
- 8. Sensitive and responsive to parents and act as resource person for them.

Other Duties and Responsibilities

1. Other duties as directed by the Child Development coordinator.

Supervisory Responsibilities: None

Knowledge and Skills

- 1. Knowledgeable in early childhood development, developmentally appropriate practices as established by NAEYC and North Carolina Foundations.
- 2. Willing to accept job-related responsibilities at other than normal working hours.

Fiscal Responsibility: None

Physical Demands

1. 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

Working Conditions

- 1. Office setting with moderate noise level.
- 2. Classroom, including outdoor play area, setting with moderate to loud noise levels during site visits.
- 3. Travel that is local and regional.

QUALIFICATIONS

- 1. 18 years of age with a high school diploma or GED required
- 2. Able to obtain clean background checks through the Department of Health & Human Services (DHHS).

Classification: Nonexempt 12 months as needed. The Child Development Coordinator supervises this position.

Staff Name:		
Staff ID Number	Date:	