



Regional Consolidated Services

Job Description

Department Early Head Start/Head Start

Job Title Substitute Teacher

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: _____