

Clarksville/Montgomery County Community Action Agency
Head Start Program

Job Description
Head Start Substitute

Policy Council Approval: 07/16/2014

Reports to: Education Manager/Teacher/Teacher Assistant/Assistant
Teacher/Aide

Service Key Result Areas:

1. Child Health and Development
2. Education and Early Childhood Development
3. Child Nutrition

Requirements:

- **Education:** High School Diploma or G.E.D.
- **Experience:** Some experience assisting with the activities of teaching staff and volunteers in a pre-school education program.
- **Skills:** Ability to follow instructions of the Teacher.
- **Knowledge:** Ability to interact in an effective and appropriate manner with staff and visitors.
- **Ability:** To work as a team member.

Responsibilities:

- Maintains professional communication skills and confidentiality of all records and information for staff, parents, children, visitors and community representatives.
- Adheres to all operational policies and procedures for the CMCCAA and Head Start Program to ensure compliance with CMCCAA personnel policies, Federal Performance Standards, State Regulations, and established Written Plans. ***You may be needed to assist in another classroom.***
- Assist in ensuring safe and timely disposition of children to and from the center.
- Assist, promote and support cultural diversity awareness and children's individual strengths along with implementing lesson plans for their classroom and discusses any changes and/or recommendations with the Teacher.
- Assist in arranging the physical environment.
- Assist in displaying children's art work.
- Assist in following a well-balance classroom schedule.
- Assist children in experiences initiated by the Teachers.
- Assist teachers in implementing activities as specified in the IEP.
- Interacts with parents and other family members to promote optimum participation by family members in all aspects of the ECE component; ***will assist/help all families.***
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Helps to ensure family style meal service is implemented in the center daily.

- Assist in promoting effective dental hygiene.
- Assist in maintaining a classroom that meets cleanliness, health, and safety standards.
- Use appropriate guidance and classroom management techniques appropriate for young children.
- Maintains and submits accurate time sheets to the Classroom Teacher in a timely manner, ensuring complete and accurate information.
- Maintains confidentiality of all records and information for all staff, children, and families.
- Assist in ensuring safe and timely disposition of children to and from the center.
- Initiate activities without being told.
- Assist Teachers on planned field trips to support unit of study.
- Maintains professional conduct in appearance, communication, and role modeling.
- Help maintain attendance.
- Assumes bus monitor responsibilities and 3rd person check as required.
- Keep a positive attitude toward all aspects of the program and seek ways to improve delivery of services.
- Attend and participate in professional development, trainings, workshops, and in-service when necessary.
- *This position is based on 'as needed'; hours may vary throughout the year.*

Physical Requirements:

Strength

- Standing – up to 75%
- Walking – up to 75%
- Sitting – up to 75%
- Lifting – up to 40 lbs
- Carrying – up to 40 lbs

Reaching

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Throwing – between 20-60%
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

Climbing

- Stairs – less than 20%
- Ladders – less than 20%
- Balancing – less than 20%

Communicating

- Ordinary – 60% or more

Hearing

- Ordinary – 60% or more

Stooping

- Kneeling – 60% or more
- Crouching – 60% or more
- Turning/Twisting - 60% or more
- Bending at Waist – 60% or more

Seeing

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Color Vision – 60% or more
- Field of Vision – 60% or more

Working Area

- Inside – 90% or more of the work day
- Outside – 10% of the work day

Atmospheric Conditions

- Odors – less than 20%
- Dusts – less than 20%

Noise

- Noise Level – between 20-60%
- Exposure (hours/day) – between 20-60%

Mental Requirements:

- Understand and carry out oral instructions- 60% or more
 - Read and carry out simple written instructions
 - Inspect, examine and observe for obvious product or equipment defects
 - Count, make simple arithmetic additions, and subtractions
- 60% or more
60% or more
between 20-60%
between 20-60%

- Using measuring devices such as tapes, gauges, rules, weight scale where reading is direct and obvious between 20-60%
 - Assemble or disassemble objects between 20-60%
 - Operate equipment requiring specialized knowledge of process between 20-60%
 - Plan own work activities between 20-60%
 - Plan work activities of others 60% or more
 - Direct work activities of others 60% or more
 - Coordinate work activities of others 60% or more
 - Train other workers between 20-60%
 - Work as a member of a team 60% or more
 - Work without supervision 60% or more
 - Work with minimum amount of supervision 60% or more
 - Work under pressure 60% or more
 - Work on several tasks at the same time 60% or more
- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
 - **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
 - **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
 - **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
 - **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all- inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

ACKNOWLEDGMENT:

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date