

Highland Rim Economic Corporation/Head Start

Head Start Substitute Teacher

Reports to: Area Coordinator

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Assists with performing daily health and safety checks for classrooms and playgrounds and reporting and correcting any identified problems.
- Assists with providing opportunities for all children to develop positive self-esteem, as well as fine and gross motor, self-help, language, social and cognitive skills.
- Assists with the daily activities of all teaching staff and volunteers assigned to the Head Start facility.
- Assists with coordinating field trips and serves as a bus monitor when necessary.
- Adheres to the daily schedule for the Head Start Center which reflects early childhood development training and techniques and effectively meets the needs of the children.
- Interacts with parents and other family members to promote optimum participation.
- Assists with the submission of all required reports and related data to their Lead Teacher and/or Area Coordinator.
- Assists teaching staff and performs various janitorial duties as needed to ensure the cleanliness of the center.
- Assists with the documentation of parent participation as volunteers in the program.
- Assists with the accurate and timely completion of family's and children's classroom records and required documentation including agreement and permission forms, home visit reports and verifications, health records, Parent/Teacher conference reports, parent contacts, IEP's (when required), CACFP forms, etc.
- Attends all assigned meetings/training as required.
- Promote literacy within the children and families we serve.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications / Requirements: Substitute Teacher

- High School Diploma or GED.
- Some experience assisting with the activities of teaching staff and volunteers in a pre-school education program.
- Good organizational, interpersonal and decision making skills.
- Possession of a valid Tennessee Driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- The incumbent is subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to follow instructions of Lead Teacher.
- Ability to interact in an effective and appropriate manner with family members, co-workers, program staff and the public.
- Ability to effectively supervise and monitor the activities of children during indoor and outdoor activities and remain cognizant of their whereabouts at all times.
- Ability to make appropriate and timely decisions in response to programmatic changes and emergency situations.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation 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 negotiated to meet the needs of the organization.