

Job Description

Title: SUBSTITUTE TEACHER	Reports: Area Coordinator
Status: Exempt	Department: Head Start
Skill Level: 6	Pay Grade: 606
Location of Work: All Counties	

The Substitute Teacher/Cook will be responsible for classroom, nutrition and/or family educational activities to ensure a quality center based program for families. Duties vary according to the length of the assignment.

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.
- Ensure that special diets (as determined by Health Service Manager) are adhered to.
- Ensure that meals are prepared on schedule.
- Use appropriate guidelines for estimating amounts to be prepared, utilizing leftovers for subsequent child meals wherever possible and ensuring that extra food or leftovers are distributed or disposed of per policy.
- Use food production and food storage procedures that are in compliance with the Health Department.
- Follow standardized recipes, and use portion control methods, including the weighing/measuring of meal components.
- 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:

- 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: 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.

Highland Rim Economic Corporation

Signature _____

Date _____