**Ohio Valley Opportunities**

**Job Description**

**Job Title:**  Substitute – Part Time (29 hrs/week or less)

**Department:** Head Start

**Reports To:** Center Director

**FLSA Status:**  Class III Non Exempt

**Prepared By:** Pat Speer

**Prepared Date:**  10/09/12

**Approved By:** Melanie Smith

**Approved Date:**  10/09/2012

**SUMMARY**

Serves as a Substitute as outlined below and instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**REQUIREMENTS**

Must be flexible and willing to adjust work hours as deemed necessary to accommodate families, program activities, and/or training

Integrate the learning of appropriate skills, concepts, and knowledge based upon sound early childhood philosophy, Developmentally Appropriate Practice, and the required Head Start Domains to guide lesson planning, learning centers and individualization for children.

Help ensure that all children progress toward the required School Readiness Goals

Help create classroom communities where children learn to work together, solve problems, develop independence, practice self-care and develop responsibility

Help assess the child's growth daily through collecting observation notes, gathering work samples, and planning activities that meet their needs

Support and the mentor/protégé program to provide encouragement and staff development

Get down on the child’s level, take time to listen and respond to both individual and group needs

Eat with the children in a modified family style, while promoting and modeling good nutrition habits

Attend and actively participate in training, specialized workshops and regularly scheduled local and out of town staff meetings as required by the supervisor, agency and funding source

Support parent engagement activities that promote the program’s School Readiness Goals and parent, family and community engagement goals

Assist with daily classroom activities as determined by the Teaching Team (i.e. tooth brushing, bathroom, outdoor play, filling backpacks, etc.)

Help the children know and accept themselves, and develop a sense of independence and high self-esteem

Help children learn to get along with others and encourage feeling of empathy and mutual respect among children and adults

Work in collaboration with other Staff to help maintain full and consistent enrollment and average daily attendance requirements

Actively participate in a Teaching Team consisting of a Teacher, Teacher Assistant/Transportation Monitor and a Teacher Aide Bus Driver

Assist with maintaining child and family records at the Center level

Cooperates with all Staff in a professional manner, including timely completion of appropriate paperwork

Adheres to all O.V.O. Personnel Policies, Head Start Performance Standards and the Written Plan

Assist with providing break time to the Teacher and Teacher Assistant/Transportation Monitor as required by the supervisor

Assists with cleaning duties as determined by the Teaching Team

Responsible for the safety of all children while in programming

Communicate well with families through verbal, written, and person to person contact and document contact activities as appropriate

Maintain an open, friendly, and informative relationship with each family that encourages their participation and is culturally sensitive to individual ethnicities

All other duties as assigned by the supervisor

Actively participate as a Transportation Monitor as needed to meet requirements

Seek and take opportunities to improve knowledge and job competence

Provide a good role model for young children – physically, mentally, emotionally, and socially

Display a positive attitude in classroom management, using a calm, quiet voice for directing and redirecting children’s activities

**SUPERVISORY RESPONSIBILITES**

This job has no supervisory responsibilities

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass ongoing physical exams for State Daycare Licensing

Must be able to be certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment

Must be able to pass initial drug test and ongoing random drug testing

Must be free from TB and provide negative skin test, lung x-ray, or equivalent annually

Must pass a State Criminal History Background Check and the State Registry as required by State Daycare Licensing standards

**EDUCATION and/or EXPERIENCE**

High school diploma or GED and:

Prefer a CDA, one year experience in a classroom setting, or related experience working with children

**LANGUAGE SKILLS**

Have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence. Have the ability to speak effectively before groups of customers or employees of organization

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s

**REASONING ABILITY**

Maintain the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain valid driver’s license and automobile insurance

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate to loud

The physical location for this position: Center Location as assigned

Some out of town travel is required for training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Signature Date

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Supervisor Signature Date