



JOB DESCRIPTION

JOB TITLE: Substitute/Long Term Substitute

Exempt: No

Introductory Period: 90 days

Supervisor: Center Manager

Work Period: 12 months per year

Department: Head Start/Early Head Start

GENERAL DESCRIPTION

Substitutes are responsible for educational activities such as learning, playing, eating habits, safety, toileting, behavior management, and all other activities both in the classroom and on the playground. Substitutes must maintain a positive relationship with parents and open communication. Engage individual and small groups of learners in instructional activities according to the lesson plan. Assist in documenting and providing objective information about children's performance that enables them to plan and modify the curriculum (individualization). Substitutes may additionally be asked to assist with kitchen duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *The Substitute will:*

- Maintain a professional attitude and adhere to personal policies, program regulations, and performance standards.
- Ensure children are safe at all times both in the classroom and on the playground.
- Encourage habits of safety in handling work and play materials and equipment.
- Report safety concerns immediately.
- Be able to confer with the teacher regarding daily activities to understand "How can I help".
- Assist in preparing classroom for the daily activities of the children.
- Works cooperatively and constructively with fellow staff members and their supervisor.
- Performs routine housekeeping tasks according to schedule or assigned by supervisor.
- Maintains an orderly physical environment conducive to the optimal growth and development of children.
- Assist in the responsibility for the equipment and materials in his/her classroom and assist children in learning appropriate use and care of materials and equipment.
- Promotes good eating habits by sitting at the table and eating the same food as the children during mealtimes and snack time, conversing with them, encouraging good table manners by the model he/she demonstrates.

- Assist with cleaning and sanitization.
- Completes necessary documentation.
- Assist with the teachers' breaks.
- Assist with child-teacher ratio as needed.
- Assist with attendance/daily meal count as needed.
- Ensure meal counts are completed at the point of service (when students are eating).
- Assist in supervising, monitoring and participates in all outdoor play activities.
- Assist in the delivery of complete health services to all children enrolled in the program.
- Assist with daily health inspections on children as they arrive at the center.
- Assist with supervising and instructing children in the daily brushing and flossing of their teeth. Once daily.
- Work constructively with volunteers in the classroom.
- Move children towards school readiness goals through individualized planned learning opportunities.
- Assist with 45-day developmental screenings as needed.
- Use Conscious Discipline as the method for redirection of behaviors.
- Ensure active supervision is used.
- Regular work hours are 7:30 a.m. until 3:30 p.m. (Must be able to stay until 3:00 unless permissible by your supervisor.)

OTHER DUTIES AND RESPONSIBILITIES

- Perform any other assigned task relevant to the effective operation of the program or other tasks assigned by the supervisor.

AGENCY REQUIREMENTS

1. Appearance: Maintain a professional appearance and hygiene.
2. Reliability: Dependable in carrying out responsibilities.
3. Safety: Adheres to safe regulations and policies.
4. Punctuality: Adheres to scheduled work hours.
5. Compliance: Comply with performance standards, childcare regulations, and agency policies and procedures.
6. Driver's License: Must have a valid Texas driver's license and automobile insurance with an employee name to be insurable by the agency's insurance company.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- High school diploma or GED required.
- Obtain and recertify CPR and first aid certifications.
- Obtain and recertify food handler's certification within 1 month of hire.
- Experience working with young children.

- Ability to be calm and make good judgement in stressful situations.
- Strong communications skills
- Must have a valid Texas driver's license and automobile insurance with the employee's name in order to be insurable by the agency's insurance agency.

REQUIRED SKILLS / ABILITIES

Language Skills: Oral and written communication skills. Experience working with others.

Reasoning Ability: Problem-solving skills.

Physical Demands: Must be able to lift or move 20 to 25 pounds. They are expected to be an active participant in the work and play activities so they must be in good physical health.

Other Skills/Abilities: Computer skills are required. Ability to develop consistent, stable, and supportive relationships with very young children.

PERSONAL QUALITIES

- Must genuinely like young children and enjoy working with them.
- Must be clean and neat in appearance and therefore able to set a good example for hygiene practices for children.
- Have the ability to conduct oneself in a manner that relates to TCCA policies.
- Follows the four agency's behavior competencies: integrity, teamwork, professionalism, and compassion.

SUPERVISORY DUTIES

None

DISCLAIMER STATEMENT

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____