



Head Start Substitute

Date: 5.04.2017

Reports to: Program Coordinator

Department: Early Childhood Services

Classification: Full-time

Status: Non-exempt

POSITION SUMMARY:

Substitute for absent staff to insure appropriate adult/child ratios. Demonstrate to staff how to provide an interesting and secure environment that encourages play, exploration and learning using space, relationships, materials, and routines as resources. Work as effective team member in each site as assigned. Apply knowledge of performance standards, licensing regulations and professional standards to provide a safe, healthy learning environment.

ESSENTIAL FUNCTIONS:

- Follow the daily schedule and allow children opportunity to make choices in learning experiences.
- Interact with children in ways that facilitate the development of expressive language and thought.
- Work cooperatively and appropriately with volunteers, professional partners, and co-workers.
- Adapt the indoor and outdoor activities to maximize the independence of children with Special Needs.
- Demonstrate realistic expectations about children's attention spans, interest, social abilities, and physical needs.
- Provide additional resources to staff to enhance curriculum.
- Comply with Head Start Performance Standards, Licensing Requirements, and Program Policies and Procedures.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

- Basic computer skills on IBM compatible P.C. systems and software.
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt to change.

Desired:

- Previous Head Start experience.

EDUCATION AND QUALIFICATIONS:

- Associates or bachelor’s degree in Early Childhood Education or related field.
- Five to seven years working in the field of Early Childhood Education.
- Obtain KDHE Program approval.
- Have or be willing to obtain First Aid and CPR certification within 30 days of employment.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
- Have reliable transportation to serve entire service area.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Possess current, valid driver’s license and meet agency insurance underwriting guidelines.
- Have reliable contact capabilities (i.e. telephone) for “call-in” needs.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date

