

Highland Rim Economic Corporation

Title: Substitute	Reports to: Education Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 8	Pay Grade: 806
Location of Work:	

Description:

The Substitute will supervise and assist children to maintain active supervision while ensuring their safety. The Substitute will assist with observing and working with children to ensure children are actively learning.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Assists with performing daily health and safety checks for classrooms and playgrounds as well as 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, socials and cognitive skills
- 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 or **Education Manager**
- 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 families and children's classroom records including required documentation such as agreement, permission and, home visit forms
- Attends all assigned meetings/training as required
- Promote literacy within the children and families we serve
- 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
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- *Performs other duties as assigned to meet the needs of the organization*

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Qualifications/Requirements:

- High School Diploma or GED
- 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 pre-employment/random drug screening
- Prefer bilingual (English/Spanish)

Knowledge or skills:

- Early Childhood experience
- 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
- Adheres to professional ethics and standards
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication
- At minimum, basic computer literacy
- Good interpersonal skills and the ability to work as a team member

Physical Requirements:

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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 25-50%.

The required physical demands described above are not all inclusive in describing the demands 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.

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.

Signature: _____

Date: _____