

SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.

JOB DESCRIPTION

JOB TITLE: **SUBSTITUTE TEACHER – HEAD START AND EARLY HEAD START**

REPORTS TO: Education Coordinator/Early Head Start Coordinator

SUPERVISES: Generally not a supervisory position

EMPLOYEE STATUS: Part-time/Hourly

SUMMARY OF POSITION: To Support the teachers in providing a safe, fun, and appropriate learning environment for enrolled children.

1. Take instructions from the classroom teacher.
2. Each class has a lesson plan and a schedule posted. Follow the schedule unless instructed otherwise by the teacher.
3. Stay in the classroom. Maintain ratios (as instructed by the supervisor). If you must leave, get permission from the classroom teacher and maintain ratios.
4. Follow the rules posted on the playground.
5. Respect all children, parents and staff.
6. Support the quiet in the classroom. The children are concentrating and should not be interrupted.

PERFORMANCE CRITERIA:

These are the most significant performance factors involved with this position and they will be the principal factors on which the employee will be evaluated:

1. Use available resources and opportunities in order to improve knowledge and competence in early childhood education.
2. Expand the child's ability to learn and grow in his/her environment by doing the following:
 - a) Help children develop the ability to effectively handle feelings and to get along with others, making it possible for them to cope with present and future circumstances; teach and model pro-social behavior.

- b) Provide stimulation and develop materials and activities that will promote children's gross motor, fine motor, and sensory development;
 - c) Provide adequate experiences for children's cognitive and language development in preparation for their school and life experience;
 - d) Provide a safe, healthy, and well managed learning environment so that children will have a comfortable learning and growing experience;
 - e) Provide experiences and giving responses that create an atmosphere of acceptance, nurture, support, and encouragement which fosters the development of a positive self-concept and children's individual strengths.
3. Occasionally, a child who has not yet been picked up will remain after program hours. Teachers will follow established steps specified in Authorized Child Pick-up Procedure. PM (afternoon) teachers **must** remain with the child until he/she has been picked up.
 4. Apply developmentally appropriate best practice in the classroom.
 5. Relate with parents, children, Center staff and the public in a manner that is friendly, courteous, helpful and respectful.
 6. Maintain accurate daily attendance and meal records.
 7. Develop positive relationships with parents, supporting their strengths and acknowledging the parents' role as the experts on their child.
 8. Relate positively with co-teacher and other Center staff to acquire necessary resources, process conflicts and join in common tasks which support the overall Center program.
 9. Maintain professional conduct at all times while representing the Center.
 10. Ensure full inclusion of all children with special needs.
 11. Dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families.
 12. Willingly perform other related duties as assigned by the Supervisor.

POSITION QUALIFICATIONS:

1. Demonstrated aptitude for working with young children required.
2. Must be able to work cooperatively with co-workers, supervisors, children and parents; work references will be required.
3. Demonstrated ability to handle confidential information in an appropriate manner.
4. Must be able to lift weight of a child without injury to self.
5. Must pass TB exam, Criminal History, and Child Abuse/Neglect background checks.

CODE OF ETHICS

Must be willing to accept and adopt the Code of Ethics required of all Head Start/Early Head Start employees

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

This job description does not constitute a contract of employment.

Signature _____ Date _____