

NEW RIVER COMMUNITY ACTION, INC.
Head Start Program

Substitute

Job Description

General Description

The Substitute is under the direct supervision of the Site Administrator and is responsible for assisting classroom staff in carrying out daily curriculum, supervision of children, meal preparation, cleaning duties, etc. as needed.

Duties and Responsibilities:

1. Assist in planning, coordinating and implementing a developmentally appropriate classroom-based program for three to five-year-old children.
2. Assist with activities and experiences that encourage questioning, probing, and problem-solving skills appropriate to the developmental and learning styles of each child.
3. Participates fully in classroom activities with all children, including but not limited to sitting or stooping on the floor and engaging in gross motor activities (climbing, dancing, etc.).
4. May assist in preparing food following USDA guidelines and participates fully in mealtime activity.
5. Acts as a model in speech and communication, using eye-to-eye contact, a pleasant tone of voice, listens carefully without interrupting, getting down to the child's level when possible, asking open-ended questions and encouraging children to use their own words.
6. Completes documentation as required and submits to supervisor on time.
7. Works within required state and federal guidelines; follows agency policies and procedures in all areas.
8. Maintains confidentiality of family records and information.
9. Works as a team player with center staff, NRCA staff, parents and other community organizations to ensure all service area requirements are met to carry out the goals and objectives of the Head Start program.
10. Personally reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and document accordingly. The Commonwealth of Virginia mandates the reporting of suspected child abuse and neglect within 24 hours to the local DSS. Informs supervisor of all reports to Department of Social Services.
11. Performs all other duties that advance the philosophy and goals of the program and NRCA as deemed necessary by the supervisor.

Special Requirements

Must be capable of lifting, pushing, or pulling 50 pounds, occasionally lifting 80 pounds.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks. These will be used to demonstrate that a satisfactory driving record and no pending or found charges or convictions related to abuse, neglect, and/or exploitation of children or adults are present. This information can also be used to determine if any other felony or misdemeanor charges, which would conflict with the mission and philosophy of the agency, are present).

Driving is an essential function of the job. Must possess valid driver's license and safe driving record. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for trainings or meetings.

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If agency vehicle is unavailable, must have a vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals, families, meals/food/groceries within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass a physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee can perform essential duties specified in his/her job description.

Must be willing to abide by the following **Code of Conduct**:

1. Respects and promotes the unique identity of each child and family and refrains from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
2. Follows program confidentiality policies concerning information about children, families, and other staff members.
3. No child will be left alone or unsupervised while under the care of Head Start staff.
4. Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. Will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.

Education and Experience

1. High school diploma or GED required.
2. Experience working in a licensed preschool or Head Start program preferred.

Pay Scale:

Wage, non-exempt position.

Part-time – on call, as needed basis only.

Signature Acknowledgement of Receipt:

Employee	Date	Supervisor	Date
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Return signed page to Human Resources Manager.