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| POSITION DESCRIPTION | |
| **Title:**  Classroom Substitute | **Date Prepared/Reviewed:**  8/9/2017 |
| **Reports to:**  Lead Teacher/Teacher, Education Coordinator | **Supervises:**  None |
| **Purpose of Position:**  To assist with the implementation of a Head Start Birth to Five classroom. | |
| Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.  **ESSENTIAL DUTIES:**   * Assists Teacher in implementing Creative Curriculum studies, observations, and classroom daily schedule. * Assists with food service, including serving meals family style in a pleasant, well-lit area that encourages socialization. Ensures infants are being fed and are not laid down to sleep with a bottle. * Assists Teacher in implementing Conscious Discipline. * Encourages volunteer and parent participation in the classroom. * Follows program policies (naptime, outdoor play, etc.) * Respects each family’s cultural, ethnic and linguistic diversity. * Assists in the upkeep and maintenance of the classroom equipment, materials and supplies. * Assists Teacher by supervising children in classroom/bathroom. * Promotes healthy practices: Tooth brushing, handwashing, etc. * Assists in maintaining a clean and safe classroom by picking up/cleaning up messes, cots, toys, books, etc. * Assists in educational and enrichment activities such as reading, painting, imaginary play, etc. * Report any observations that may be of concern, particularly as defined by the SENDCAA Child Abuse and Neglect plan.   **OTHER DUTIES:**   * Performs other duties as assigned or requested. * Occasional travel to other sites. | |
| **Education/Training Required:**   1. CPR and First Aid certification to be completed within 3 months of hire | **Minimum Experience and Skills Required:**  To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.   1. 3 months experience working with children 2. Knowledge of developmentally appropriate interaction with young children 3. Ability to communicate in a professional and appropriate manner with children, parents, and staff. 4. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff. 5. Ability to perform work independently under general direction of supervisor. 6. Supports team efforts, cooperates with others and actively learns from other team members. 7. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs. 8. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations. |
| **Education/Training Preferred:**   * Child Development Associate credential | **Experience and Skills Preferred:** |
| The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.  **Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.    **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.  Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.  **Employee Benefits and Wage:** Information provided in addition to position description. | |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**  **I have read and understand the above Position Description.** | |
| Employee Signature Date | |