

INCA Community Services



Job Description

Title:	Substitute	Reports to:	Area Supervisor
Program:			
	Head Start SAF	Status:	Non-Exempt/ Part Time/ Flexible/ Up to 25 hours a week
Approved:	May 2016	Wage:	(see Salary Scale)

Job Summary:

Assist the classroom staff in providing a stimulating and complete learning environment for children. Assist with all aspects of provision of comprehensive services to the Head Start children and their families.

This position has a recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

1. Work closely and cooperate with staff to maintain the smooth functioning of the classroom including indoor and outdoor activities, which at times may require changes to meet the needs of the children;
2. Performs duties required for maintaining a safe and healthy classroom and playground environment;
3. Sit and eat with children during meals to incorporate family style meal practices, engaging in conversation with children and sharing the same menu to the extent possible.
4. Work with children with disabilities and/or children whose developmental age/stage may be delayed, i.e., toilet-training, diaper changing, additional therapy procedures as required by Individual Development plan.

General Duties:

1. Attend work punctually and regularly to provide consistency of service;;
2. Follow Agency personnel policies as established by Board;
3. At all times maintain professional attitude and respect for parents, children and staff.
4. Ensure confidentiality of all records and information;
5. Demonstrate commitment to mission, values, and policies in the performance of daily routines;
6. Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Area Supervisor and direction of the teacher and Head Start Management. Accountable to the Head Start Director, Executive Director, Board of Directors and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Ability to read, interpret and implement program guidelines efficiently and effectively;
- Deal tactfully and courteously with the public, parents and staff;
- Capable of following both oral and written instructions;

- Strong verbal and written communication skills;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- High School diploma or GED desirable
- **All Candidates** must:
 - Complete during first 90 days of employment ELCCT (entry level child care training);
- **Once hired** must:
 - Annually meet Department of Human Service (DHS) training requirements.

Experience:

Consideration given for work experience in caring for preschool children

General:

- Valid Oklahoma driver’s license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical,
 - Pre-employment drug testing
 - Criminal Background check including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua’s List)
 - FBI fingerprint-based criminal history as required of the ODHS

Physical Requirements: Employee must be able to:

The physical demands 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.

- Show proof of or obtain Hep A (2), Hep B (3) and any booster immunizations;
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone;
- Operate a motor vehicle;
- Working with both hands and arms;
- Grasping;
- Work in a busy, noisy and sometime stressful environment.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:

Date:

Revised 6/14