

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

Position Title:	Substitute
Department:	Head Start Program
Supervisor:	Center Manager
Position Status:	Non-Exempt, Temporary, As Needed
Starting Wage:	Grade 2
Last Reviewed:	June 2021

POSITION SUMMARY

This position is assigned to assist in the absence of our regular Head Start employee, fulfilling the needs of the center in the position assigned at call in. This could either be in the kitchen or the classroom. You are expected to provide a supportive, safe, clean, and enriched learning environment for children, parents, volunteers, and team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows the lead of the teaching team or kitchen staff in implementing the daily objectives of the Head Start center.
- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Use positive guidance methods at all times and adhere to the Agency's policies regarding confidentiality at all times.
- Respond to crisis or emergency situations that may occur.
- Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or Equivalency Degree (GED). Recent experience with children required.

SKILLS and ABILITIES

LANGUAGE SKILLS:

Ability to communicate effectively in oral and written form. Excellent listening skills are required. Bilingual skills, (including speaking, writing, and reading Spanish), may be required depending on each center's staffing needs.

OTHER SKILLS and ABILITIES

- Knowledge of behaviors of three and four-year-old children and working knowledge of available community resources and Head Start Performance Standards.

- Successful completion of a criminal background check, ability to secure daycare licensing, physical exam, and Tuberculosis (TB) screening required.
- Proficiency in the use of computer and all common office machines required. Ability to work with specific computer software, including word processing and spread sheet programs. Adequate typing skills are necessary for this position.

CERTIFICATES, LICENSES, and REGISTRATIONS:

Employee must have reliable transportation, be insurable and have a valid Idaho driver's license.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is:

- regularly required to sit and talk or hear.
- frequently is required to use hands to handle objects.
- regularly required to stand, walk, and reach with hands and arms; and to stoop, kneel, bend, and sit on the floor.
- Occasionally required to lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will

- frequently be exposed to extreme temperatures, humidity, and etc.
- occasionally be exposed to hazardous chemicals and appropriate personal protective equipment must be worn.

Eastern Idaho Community Action Partnership is an EEO employer.

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date