

EASTERN PLAINS COMMUNITY ACTION AGENCY
HEAD START JOB DESCRIPTION
HEAD START SUBSTITUTE TEACHER

General Description:

The Substitute Teacher is responsible for assisting in the daily care and education of children. NM Child Care Licensing Regulations require that substitutes obtain 12 hours of training each year.

Supervision:

The Substitute Teacher's immediate supervisor is the Head Start Teacher on duty in the same classroom, but she/he also receives supervision and guidance from the Site Supervisor.

Essential Functions: The Substitute is responsible for the following:

1. Assist in maintaining an appropriate learning environment.
2. Environment is safe and well supervised.
3. Adequate supplies and materials are provided.
4. Consistent and effective classroom discipline is used.
5. Cases of suspected Child Abuse or Neglect are reported to immediate supervisor promptly
6. Perform all duties in a professional manner.
7. Convey caring and security to children through affectionate and appropriate contact.
8. Maintain confidentiality.
9. Inform immediate supervisor of concerns/issues/needs.
10. Support parent involvement in the classroom.
11. Assist with record keeping of a non-confidential nature if requested.
12. Participate in training opportunities for personal growth and job skill development.
13. Other duties assigned.

Physical Requirements:

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. The employee is required to walk, stand, sit; use hands to handle or feel objects and controls; reach with hands and arms, push and pull; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move 25-30 pounds.

Qualifications:

1. Able to be cleared through NM State Licensing Bureau requirements for employment in childcare.

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I have read and understand my duties as outlined above.

Substitute Signature

Date

Witness Signature