



Central Montana Head Start



JOB DESCRIPTION

Approved April 2010 by the Board and Policy Council

TITLE: SUBSTITUTE TEACHER
DEPARTMENT: Program **REPORTS TO:** Center Manager
SUPERVISES: None **FLSA:** Nonexempt
DATE REVISED: January 2010 **HOURS/MONTHS:** As Needed

I. GENERAL SUMMARY

Provides assistance in classroom with children setting up for meals and cleanup. Assist teachers with transition times.

II. ESSENTIAL FUNCTIONS

A. Education Services

1. Assist the classroom teacher in carrying out goals, policies, and activities designed to implement education objectives and performance standards.
2. Escort all volunteers to classroom to ensure safety.
3. Assist the teacher in assembling materials to meet goals of lesson plans.
4. Assist teacher during meals. May include setting the table for lunch and snack and assisting children and teacher with cleanup after lunch and snack.
5. Interact with children on an individual and small group basis as directed by teacher.
6. Assist teacher with circle time and helping the children get ready to play outdoors.
7. Help children learn good health habits, including brushing teeth, hand washing and good eating habits.
8. Assist teacher with diapering and potty training.
9. Help children learn how to set their own spot at the table and facilitate family style eating.

B. Bus Operation (defined by program area)

1. Follow transportation guidelines as required.
2. Work with bus driver to plan route if applicable.
3. Ensure safety regulations are followed.

IV. QUALIFICATIONS

A. Education and Experience

1. Must have a high school diploma or GED.
2. Must have experience working with preschool children and low income families.
3. Head Start experience preferred.

B. Knowledge/Skills/Abilities

1. Knowledge of early childhood education preferred.
2. Good communication skill

C. Employment Requirements

1. Requires background and records check.

D. Physical Requirements

1. Requires some lifting, pushing and pulling up to 50 pounds along with some stooping and bending.

2. **Must be able to actively participate in outdoor and indoor activities, providing a safe environment.**