


## JOB DESCRIPTION

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|-----------------|---|-------------|------------------------|
| 1. C.A.A.       | Little Dixie  | 2. Program: | Head Start             |
| 3. Reports To:  | Head Start Teacher/<br>Early Head Start Center Director   | 4. Title:   | Substitute - Part Time |
| 5. Grade:       | One   | 6. Date:    | August 14, 2006        |
| 7. Approved By: | Randall Erwin  | 8. Status:  | Non-exempt             |

### Functional Description:

The Head Start/Early Head Start Substitute will assist the Head Start/Early Head Start staff in all aspects of the care and training of children enrolled in the Head Start Program, cooking or bus monitoring duties as assigned.

### Marginal Duties:

1. Assist the Teacher/Caregiver in preparation for class by setting up equipment, supplies and materials to be used each day.
2. Assist in supervising children as they arrive and depart the Head Start/Early Head Start Center.
3. Supervise activities assigned by the Teacher/Caregiver/Center Director, (i.e.) playground, dining area, bathroom, field trips, etc.
4. Work with parent volunteers in the center.
5. Work with other staff members in keeping the center clean and safe.
6. Smoking will not be allowed on Head Start/Early Head Start property.
7. Maintain confidentiality.
8. The Teacher/Caregiver is responsible for discipline in the classroom at all times. However, the substitute, using good common sense may redirect a child who is misbehaving.
9. Will not punish and/or reward children in association with rest or food.
10. No drinking of coffee, tea or soft drinks while children are in the center.
11. Always eat sitting with the children.

APPROVED BY  
POLICY COUNCIL  
DATE 8/15/06

12. Shall have no conviction of a morals charge, physical violence or child abuse.
13. Monitor children as they are riding the bus, loading and unloading bus to ensure safety and compliance with transportation regulations.
14. Ensure that children are safely and appropriately buckled in child restraint seats as needed.
15. Provide documentation of physical examination and TB Test upon employment.
16. Provide for the care of children as needed including diapering, eating, handwashing, etc.
17. Preparation of meals and snacks including cooking, cleaning and sanitizing. All USDA and Performance Standards rules and regulations will be followed.
18. Such other duties as may be assigned.

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**This position is non-exempt from the provisions of the Fair Labor Standards Act as amended.**

**I certify that I understand and accept the responsibilities and duties of this position.**

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**Employee Signature**

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**Date**