


**JOB DESCRIPTION**  
**Early Learning Center Substitute**

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| <b>1. Little Dixie C.A.A.</b>   | <b>2. Program: Early Learning Center</b> |
| <b>3. Reports To: ELC Center Director</b>   | <b>4. Title: Substitute</b>              |
| <b>5. Grade: 1</b>  | <b>6. Date: April 8, 2016</b>            |
| <b>7. Approved By: Rebecca Reynolds</b>  | <b>8. Status: Non-Exempt</b>             |

**JOB SUMMARY:**

The substitute assists in creating and managing an attractive, warm, and challenging learning environment for infants and toddlers, incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. Ability to read, speak and write with proficiency in English language. Provide and maintain a safe environment. Maintain regular attendance.

The substitute will assume responsibility for continuing pre-planned classroom activities in the absence of the Teacher/Caregiver; administer planned instructional activities and evaluate children as directed by the Teacher.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Detail and multi-task orientation with a strong desire to succeed. Must be able to cope well with stress.

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 frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

**ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility, classroom environment. Floors may be vinyl tile or carpeted. May come into contact with childhood diseases and blood on occasion.

## **DUTIES AND RESPONSIBILITIES:**

1. Adhere to Child Care Licensing, NAEYC/and or STARS standards.
2. Assist in implementing curriculum. Provide input into preparation of appropriate daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate.
3. Assist in organizing the classroom according to developmental levels and individual need of the child, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.
4. Assist in ensuring all classrooms are homelike, safe, sanitary, and free of clutter. Assist in organizing the classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.
5. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Relate to infants and toddlers in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with the children at all times during the day.
6. Assist Teacher/Caregiver with training parents and volunteers in planning and implementing appropriate activities.
7. Assist in maintaining a clean, safe learning environment at all time.
8. Provide meals and snacks to the children according to their age, development and needs. Feed infants according to their home schedule, hold them every time they are fed, and share information about their eating with their parents daily. Assist with family style dining with children when they are ready and implement according to program policy and procedures, CACFP and EHS Performance Standards.
9. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and sends activities home that Parents can do with their children to support the curriculum and the child's learning. Encourage parents to become involved in workshops, training and other Head Start/Early Head Start/Child Care activities.
10. Maintain and assist in maintaining accurate attendance records, food reports, in-kind reports and other record keeping and reports, as required. Keep all records and family information confidential. Participate in program training, weekly staff meetings, and case management meetings. Assist with maintaining supplies.
11. Smoking will not be allowed on Little Dixie Child Care/ Early Head Start/Head Start property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.

12. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
13. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
14. Provide all information requested for program documentation in a timely manner.
15. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
16. Recruit on behalf of Head Start by following recruitment procedures. Post flyers, signs, and Head Start applications in community.
17. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in in-service training and any other training, meeting or workshops as deemed necessary by the HS/EHS Director or Executive Director.
18. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.
19. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

#### **SUPERVISORY RELATIONSHIP:**

The Caregiver Aide works under the supervision of the Center Director and exercises no supervision over other employees.

#### **EDUCATIONAL QUALIFICATIONS**

1. High School Diploma or GED
2. Obtain and maintain first aid and infant/toddler CPR certification.
3. Obtain OSBI clearance prior to hire
4. Obtain an annual health exam.
5. Must be CPR certified within 90 days from the date of hire.
6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

#### **MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.

3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.
6. Frequently must be able to lift at least 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

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

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Employee Name (Printed)