



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMinnville, OR 97128
JOB DESCRIPTION

Revision Date: 04/28/2017	Position Number: HSYC 17-04-Substitute	FLSA Status: Non-Exempt
Position Title: Substitute	Pay Range: TBD, On-Call	
Reports to [Job Title & Division/Department]: All Component Coordinators	Positions Supervised: None	

GENERAL DESCRIPTION:

Substitute for Teaching or Food Service staff, on an on call basis. This position will assume responsibility for continuing pre-planned classroom or kitchen activities in the absence of the regular staff person. This position will step into the classroom (or kitchen) in an assistant role with an experienced Teacher. Possible hours worked may be up to 40 hours per week, hours worked can range from 6:30 a.m. and 8:00 p.m. This position allows the employee to work the hours that he/she is available to work. Daytime classes and evening daycare opportunities are available.

ESSENTIAL JOB DUTIES:

Classroom / Teaching:

1. Assist with:
 - a. implementing the HSYC curriculum and Head Start Performance Standards for HSYC classrooms.
 - b. implementing the appropriate daily lesson plans that include both indoor and outdoor activities which are individualized and based on the children's own needs and interests; making sure to include multicultural educational activities, and other appropriate elements.
 - c. organizing the classroom according to developmental levels and individual needs of the children, ensuring: the development of social, cognitive, physical, and language skills.
 - d. maintaining a clean, safe learning environment at all times.
 - e. family style dining with children (staff and parents) according to program policy and procedures, and HS Performance Standards.
2. Stay involved with the children at all times during the day and inform the teacher of all behavior, etc. that you have observed.
3. Promote the development of secure relationships with children.
4. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership.

5. Welcome and involve parents in all aspects of the classroom.

Food Service:

1. Prepare and serve meals following the Public Health, Head Start, and USDA guidelines.
2. Utilize and follow the cycle menus.
3. Provide for the smooth service of food to the children.
4. Keep food service areas, equipment, and utensils sanitary and clean.
5. Include children, parents and volunteers in the service of meals.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or GED, required.
2. Early Childhood Education course work, preferred.
3. Previous experience with a preschool program, preferred.

MINIMUM QUALIFICATIONS:

1. Knowledge of, or a willingness to learn, Child Development, Early Child Education, Developmentally Appropriate Practices, and PBIS (positive guidance techniques).
2. Willingness to work with children with challenging behaviors and children and parents with special needs or who are at risk.
3. Be patient, gentle, loving, kind, creative and resourceful with a warm tone of voice.
4. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
5. Ability to handle stress, be flexible, work as a team member, and maintain confidentiality.
6. Understand and demonstrate ethical practices as listed in the NAEYC Code of Ethics.
7. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
8. Reliable transportation.

COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers.

2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write and communicate with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish is preferred.
5. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
6. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain Food Handler's certification within 30 days of hire and throughout employment.
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ADDITIONAL JOB DUTIES:

1. Maintain current and correct phone number/e-mail contact information with HR and Substitute Supervisor (so you can be called in to work).
2. Report to work at scheduled times.
3. Performs all duties in a safe, timely and professional manner.
4. Perform other duties as assigned.

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 the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis. An employee may be required to:

1. lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics 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:

1. Exposure to outside weather conditions (including driving to centers).
2. Exposure to Indoor environments.
3. Exposure to wet and/or humid conditions due to outside weather conditions.

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.