

**TOTAL ACTION FOR PROGRESS**

**JOB DESCRIPTION**

**JOB TITLE: Classroom Substitute**

**COMPONENT: Head Start**

**SALARY: \$8.14/hr**

**CLASSIFICATION: Non-Exempt**

**DEFINITION AND PURPOSE:**

The substitute assists the classroom staff in planning and carrying out the educational program of Head Start. This person performs tasks as assigned by the teacher, in the absence of regular staff members, to provide high quality care for the children in their center.

**ORGANIZATION RELATIONSHIPS:**

Supervised by: Lead Teacher, Teacher, Center Supervisor, Education Coordinator

Supervises: No One

Coordinates with: Other Center Staff, Central Staff

**RESPONSIBILITIES:**

- Assists classroom staff in implementing activities that meet the social, emotional, physical and educational needs of the children in the classroom.
- Demonstrates knowledge of and adheres to the TAP Policies and Procedures Manual, the Creative Curriculum and Head Start Performance Standards.
- Interacts with children in a respectful and appropriate manner.
- Follows lesson plans and routines but allows for flexibility to change with children's interests and needs.
- Observes and supervises children individually and as a group and responds to the needs of the group and individual children in a timely and appropriate manner.
- Supports a team approach in meeting Head Start Performance Standards and licensing requirements. Works with center team to solve problems or seek additional resources as needed to help families and children.

- Assists supervisory staff in creating an atmosphere in the center that is welcoming to parents and families by greeting parents in a friendly manner as they bring and pick up their children.
- Follows the NAEYC Code of Ethical Conduct regarding appropriate interactions with staff and parents, including taking concerns to appropriate sources, refraining from gossiping or inappropriate interactions with colleagues and parents, and exhibiting professional behavior at all times.
- Arrives at work on time and ready to begin the day's activities. Follows call-in procedures as required in TAP Head Start policies.
- Presents self professionally to colleagues, parents and community through appropriate dress, language and behavior.
- Creates a positive work environment by demonstrating flexibility and willingness to perform other job-related duties as assigned and by participating appropriately in program planning and decisions and in implementation of those plans.
- Attends a minimum of 16 hours of training yearly as required and any additional training requested.
- Reports cases of suspected child abuse or neglect to supervisory staff and calls Child Protective Services immediately.
- Will refer to the classroom substitute directory as needed.
- Must be available to work a minimal of 25 hours a week as needed.
- Performs all other job related tasks upon request.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of developmental characteristics and needs of infant, toddler and/or preschool children.
- Some knowledge of appropriate activities and interactions with infant, toddler and/or preschool children.
- Ability to learn, understand and follow policies and procedures outlined in the TAP Head Start Policies and Procedures Manual and other written and oral directions from program staff and supervisors.
- Ability to read, write and communicate with staff, parents and children in an appropriate and professional manner.
- Ability to move about freely and lift at least 40 lbs.
- Must be able to squat, bend and interact with children.

**TRAINING, EDUCATION AND EXPERIENCE:**

- High school diploma or G.E.D.
- Some experience with early childhood children

**SPECIAL REQUIREMENTS:**

- Must have a valid Virginia Operator's license and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.

This description provides information regarding the essential functions of the designated job and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*

*Job Title: Classroom Substitute*

*Revised: 7-23-14*