

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION (SEARPDC)

JOB DESCRIPTION

Job Title: Temporary Substitute

Department: Head Start/Early Head Start (HS/EHS)

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Head Start Center Directors

Subordinate Staff: None

Internal Contacts: Head Start Staff

External Contacts: None

Job Summary

Under the supervision of a Head Start Center Director, the employee performs tasks and duties associated with the Center Director, Teacher, Teacher Aide, Food Service Manager, or Janitor. All job duties are associated with providing top quality educational and developmental services to children enrolled in the Head Start program. These tasks and duties include, but are not limited to, monitoring/supervising classrooms when regular staff is absent, assisting in cleaning and sanitizing Centers (mopping, sweeping, etc.), assisting Teachers and Teacher Aides in preparing lesson plans, monitoring outdoor play areas for safety and security, assisting with mealtime activities, assists with maintaining constant supervision of children in all areas, and assisting with arrival of children at Centers (temperature and appearance checks, etc.). This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Substitute Duties. Employee serves as a temporary substitute when Center staff (primarily Teachers) are absent.

1. Monitors and supervises classrooms when regular staff is not available.
2. Assists Teachers and other staff prepare class lesson plans.
3. Assists with monitoring and checking children arriving at the classroom (appearance, health [temperature] checks).

ESSENTIAL FUNCTION: Center Operations. Employee performs a range of Center operation tasks and duties.

1. Assists with cleaning and sanitizing Center classrooms and other areas.
2. Monitors Center outdoor play areas for safety and security concerns.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. *Knowledge of SEARPDC, Department of Human Resources, and Head Start rules, regulations, policies, and procedures.
2. *Knowledge of early childhood education and development practices and procedures.
3. *Knowledge of safety rules and security procedures for young children.
4. Verbal skills to effectively communicate with co-workers and supervisors, in person and over the telephone.
5. Reading skills to understand and interpret SEARPDC and Head Start directives, procedures, and instructions.
6. Math skills to perform basic mathematical calculations.
7. Ability to use computers and office productivity software.
8. Ability to assist Teachers and Teacher Aides in performing a range of classroom tasks and duties.
9. Ability to monitor outdoor play areas for safety and security.
10. Ability to clean and maintain Center facilities on a scheduled basis.
11. Ability to maintain professional attitude.
12. Ability to use cellular and multiline telephones.

13. Ability to deal with all contacts in a courteous and patient manner.
14. Ability to handle dynamic situations in a calm and courteous manner.
15. Ability to organize files and work projects.
16. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.