

**WRIGHT COUNTY COMMUNITY ACTION
JOB DESCRIPTION**

POSITION TITLE: SUBSTITUTE TEACHER

POSITION DESCRIPTION: To assist the Teacher in charge with implementation of the Head Start center-based activities for low-income families and children.

DUTY STATION: Assigned Head Start Center
HOURS: As needed.
SUPERVISOR: Education/Planning Specialist

DESIRED SKILLS/QUALIFICATIONS:

1. Must have an Associate (AA), a Bachelor's (BA) or advanced degree in Early Childhood Education, or qualifications, as authorized by the Head Start Act as amended on December 12, 2007, and regulations.
2. Classroom or Head Start experience as an Early Childhood Educator.
3. Must meet State Licensing requirements for First Aid training, CPR training, physical examination and Applicant Background Studies.
4. Ability to relate to and work cooperatively with staff and parent committees.
5. Ability to relate to and work with parents and children of low-income families.
6. Must have access to transportation for regular, local business and travel.
7. Knowledge and experience in Head Start or Early Childhood programs.
8. Must be able to utilize and operate computers in daily operations.
9. Abilities in Spanish desired.

JOB DUTIES:

I. General Responsibilities:

The Substitute teacher is responsible for assisting the Teacher in-charge with planning and implementation of the center program activities in order to promote physical, social, emotional and cognitive development of all enrolled children.

II. Specific Responsibilities:

1. To assist the Teacher in-charge with all center and field activities.
2. To assist Teacher in-charge implementation of daily lesson plan.
3. To assist the Teacher in-charge with record keeping activities (attendance, food counts, etc.).
4. Maintain open lines of communication with all Head Start staff, enrolled children and families.
5. To assist with bus monitoring on assigned routes.
6. Perform other related duties as assigned.

Confirmation of Understanding:

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

Print Name_____

Signature of Employee_____ **Date**_____