

<b>Department/Division:</b> Head Start
<b>Reports To:</b> Head Start Specialist
<b>Supervises:</b> None
<b>Status:</b> Non-exempt, On-call
<b>Duty Station:</b> Assigned Head Start Center



## Head Start Substitute Teacher

### Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The purpose of the Substitute Teacher is to implement daily Head Start center-based activities for enrolled families and children. This position must assist the permanent staff, including the Center Supervisor, with daily center-based operations.

### Education and Experience

- Bachelor's or Associate degree in Early Childhood Education, Family Development, Social Work, or other human services related field or have a Child Development Associate Credential (CDA) or are working toward obtaining a Child Development Associate Credential.
- Classroom or Head Start experience as an Early Childhood Educator.
- Must meet State Licensing requirements for First Aid training, CPR training, Child Passenger Safety training, physical examination and Applicant Background Studies.
- Experience and ability to work with Spanish speaking parents and children.
- Experience within a Head Start classroom is preferred.

### Required Skills and Abilities

- Ability to relate to and work cooperatively with staff and parent committees.
- Ability to relate to and work comfortably with parents and children of low-income families, children with special needs and their parents and parents and children of diverse backgrounds.
- Must be able to attend occasional night or Saturday meetings, trainings, outreach or committees as required.
- Knowledge of and ability to work with inter-agency preschool education, human services, and related providers.
- Must have access to transportation for regular, local business and travel.
- Must be able to utilize and operate computers in daily operations.
- Must be able to act as bus monitor
- Abilities in Spanish, desired.

## Essential Job Functions and Responsibilities:

### 1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

### 2. Head Start Specific Responsibilities:

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

## Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling				X
Lifting/Pulling/Pushing up to 30 pounds			X	
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

### Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



June 26, 2020

Approved By: Board of Director Chairperson/Date



June 26, 2020

Approved By: ADA Compliance/HR Director/ Date

### Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee's Name (Printed)