

**GREENE LAMP
JOB DESCRIPTION**

TITLE: Substitute Teacher/Volunteer Classroom Aide

PROGRAM: Head Start

DEPARTMENT: Education

REPORTS TO: Head Start Education Specialist/Education Coordinator

BASIC FUNCTION: Assist in providing instruction and learning experiences that will help students develop socially, emotionally, intellectually, and physically. To provide supervision of assigned classroom in absence of a teacher.

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

1. Assist in providing class activities according to program guidelines and goals.
2. Establishes and maintains a safe, warm and healthy classroom environment.
3. Plans and provides age-appropriate learning and enrichment activities.
4. Plans and implements age appropriate learning and enrichment activities.
5. Keeps accurate records and documentation as required by program guidelines and the NC Day Care Section.
6. Maintains the confidentiality of student records.
7. Works closely with the Head Start staff in maintaining accurate inventory documents of equipment and supplies.
8. Communicates with parents as needed to provide information concerning the program.

TELECOMMUTTING ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule.

1. Modifies and adheres to all aforementioned job duties in respect all governing officials and mandates applicable to the emergency or disaster.
2. Attends and participates in virtual professional development training opportunities. Maintain updated training log in personal staff folder.
3. Responsible for attending any and all staff meetings, agency meetings and other scheduled meeting relevant to position and required by the agency.

4. Maintain daily, consistent and routine communication with supervisor or management staff via telephone contact, email, text.
5. Adhere to altered work schedules to include but not limited to evening virtual class sessions, multiple virtual class sessions throughout the day, one on one class sessions, in person class sessions, virtual class sessions, partial day sessions, full day sessions, etc.
6. Assist with maintaining, (putting away and packaging) center and classroom supplies, preparing meals, cleaning classrooms and center, food drive and other agency functions as needed.

Knowledge and Skills:

- Establishes and maintains open working relationships with the community, Agency staff, and administrators.
- Understands and follows lines of authority.
- Understands *Employee Handbook*.
- Maintains a positive public image that will reflect on the program and the Agency.
- Performs Provides continuous follow-up.
- Ability to use computer software Microsoft Word, Child Plus, Abila Time clock, etc.
- Additional duties as assigned by the supervisor.

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License (if required)

WORKS CLOSELY WITH

- Early Education Administrator/Education Specialist
- Teachers
- Staff
- Parents

QUALIFICATION CRITERIA:

- Annual Physical/TB test
- High School Diploma required
- Coursework in early Childhood Education preferred
- Criminal Records Check

SALARY RANGE:

- Grade I
- Part-time: 20 – 30 hours per week

STAFF ACKNOWLEDGEMENT:

I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

DISCLAIMER: The job description doesn't imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible.

