

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Substitute Teacher

**Department:** Head Start

**Pay Grade:** 23

**Reports To:** Site Coordinator

**Position Status:** Temporary/Program Year

---

**Purpose of Position**

Under supervision of the Site Coordinator, the Substitute Teacher assists teachers in implementing a developmentally appropriate plan for a group of children ages birth to five year old and providing quality early childhood experiences. The Substitute Teacher will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Provides and maintains appropriate welcoming classroom environment and atmosphere where children are accepted and respected as individuals.
- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensures that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Supports the planning of daily lessons; prepares room and materials for activities; communicates positively with children; uses appropriate child development methods.
- Assists teacher in providing individual and group learning activities, based on children's skills, interests, and temperament. Assists in all aspects in maintaining a well balanced classroom.
- Assists families and maintains open communications; encourages parent involvement; respects culture and background of families; acts as a positive role model and resource for parents and children.
- Carries out positive discipline practices in accordance with South Central Community Action, Inc. policies and procedures.
- Visually observes and supervises children's activities, moving quickly to interfere with dangerous situations.
- Interacts and provides feedback to supervisors and appropriate staff.
- Prepares and/or serves meals and snacks; sitting with children to encourage social interaction, performs housekeeping tasks.

- Interacts with the children during free play in specific learning centers such as housekeeping, blocks, or the sand table.
- Follows the teacher's instructions about how you can help in other ways.
- Makes decisions and act based on family support principals, theories, practices, and code of ethics.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- High school diploma or equivalency with no previous experience; or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office.

#### **Special Requirements**

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

### **Minimum Physical and Mental Abilities required to Perform Essential Job Functions**

#### **Physical Requirements**

- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.
- Must be able to lift, push, and carry at least 50 pounds.

#### **Mathematical Ability**

- Ability to perform basic mathematical skills.

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including child assessments, attendance records, children's files, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including personnel policies, staff handbook, CPR/First Aid manual, guidelines and regulations, early childhood resource books, etc.
- Ability to communicate positively and effectively with staff, government officials, parents, children, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to use and interpret Head Start and early childhood terminology and language.

- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

**Environmental Adaptability**

- Ability to work effectively in an office/school environment

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager's Signature

\_\_\_\_\_  
Date