

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Substitute Assistant Teacher, Head Start

Reports To: Regional Associate Education Manager

I. Job Summary:

Assist the Center Team and teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promote the health, nutrition and education of the children and to attend to their safety and welfare. Provide safe bus transportation for Head Start children as assigned. Cover front desk duties in Bend and Redmond on an on call basis. Supervised by the assigned Regional Associate Education Manager, with daily tasks assigned by the classroom Teacher.

II. Duties, Tasks, and Responsibilities:

Classroom Time

- Assist in setting up environment (indoor/outdoor) for the activities of the day
- Use developmentally appropriate practices to facilitate activities with groups and individuals
- Observe and record on going progress of each child. Interact positively and professionally with families, co-workers and community volunteers
- Encourage parent and community volunteers
- Assist in integration of all Head Start components
- Assist development and utilize lesson plans which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children
- Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, two meals, and effective transitions between activities
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making
- Work cooperatively with the team to maintain a clean and sanitary classroom environment
- Plan and implement daily appropriate and safe outdoor gross motor activities
- Assist with completion of Daily, Weekly and Monthly Indoor and Outdoor Health Safety Checklists
- Assist children with daily self-help skills, including toileting and diapering consistent with program policies and procedures
- Supervise and monitor children at all times
- Work cooperatively with the team to ensure that no child/children is/are left alone
- Work cooperatively with the team to maintain correct teacher-child ratios

Meal Service

- Work cooperatively with the team to complete food preparation , table setting, dishwashing and clean up in the kitchen and classroom using approved sanitation methods

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- Work cooperatively with the team when cleaning the kitchen and equipment using approved sanitation methods
- Work cooperatively with the team when storing food, food service equipment and supplies in an orderly fashion using approved sanitation methods
- Maintain all CACFP documentation
- Prepare CACFP documentation for monthly reporting

Written and Electronic Documentation

- Assist Teacher Advocate and Site Lead in maintaining and filing accurate written records, including: assessments, IFSP documentation, screening instruments, anecdotal observations, family contact, and other required forms electronically or in the child file
- Enter child attendance data into Child Plus accurately and meeting assigned deadlines
- Assist Teacher Advocate in preparing and completing for Case Review Meetings as assigned
- Assist Teacher Advocate with entering observations in to Teaching Strategies Gold accurately and meeting assigned deadlines

Communications

- Communicate positively and professionally with children, families, staff, community partners and volunteers
- Prepare written communication to families as assigned.
- Ensure delivery of written communication to families as assigned
- Attend team meetings to collaborate on planning and delivery of services

Bus Monitoring

- Monitor children on the Head Start bus as assigned
- Assist bus driver in maintaining safety on the bus
- Ensure that all child passengers are in appropriate safety restraint systems
- Ensure safety of children during boarding and exiting the bus
- Prepare for and assist with emergency evacuations
- Handle emergency situations calmly and quickly
- Plan and implement a positive educational environment for children on the bus
- Complete internal bus check at the end of each bus route

Recruitment

- Provide outreach and recruitment activities to reach Head Start eligible children and families and maintain written records of all activities
- Distribute Head Start applications, and assist families in the completion of applications

Miscellaneous

- Work as a substitute Assistant Teacher or Center Aide as assigned by the Site Lead
- Assure/assist in general maintenance and security of facility
- Attend meetings, trainings, and appropriate professional development activities
- Be prompt and dependable
- Work cooperatively with other NeighborImpact staff, and volunteers
- Demonstrate sensitivity, tolerance, and respect for differences among children and adults

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consistent with program standards

- Participate as a constructive, contributing, positive team member
- Retain vision, values, and ethics in the face of myriad technicalities and processes
- Maintain child, family, and staff confidentiality according to agency policy and procedures
- Report suspected child abuse following agency reporting policy and procedures
- Participate actively to sustain an inclusive environment for children, families, and staff
- Learn and use, within the 6 month introductory period, Child Plus
- Must be able to obtain Teaching Strategies GOLD interrater reliability certificate within 6 months
- Cover front desk duties in Bend and Redmond on an on call basis.

III. Knowledge, Skills, and Abilities:

- Excellent skills in listening to and speaking with children and adults
- Good writing in English
- Ability to participate as a team member
- Ability to relate to adults of varying economic and social backgrounds
- Ability to travel and participate in training workshops and conferences as assigned
- Ability to be prompt, dependable, and flexible
- Visual ability or corrected vision to oversee the operations of a classroom
- Ability to build and maintain positive relationships
- Ability to engage in and support positive social and emotional interactions with children, families and co-workers
- Working knowledge of available community resources and Head Start program components
- Knowledge of typical behaviors/expectations of three and four year old children typically gained through a minimum of one year of relevant experience
- Ability to apply developmentally appropriate practices for young children in a classroom setting.
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation
- Ability to make frequent significant decisions to assure the health and safety of children
- Ability to use a variety of computer programs including but not limited to Microsoft Word and Outlook
- Ability to follow Head Start program “Standards of Conduct” and NeighborImpact “Employee Handbook Section C: Employee Conduct”

IV. Qualifications:

- COVID-19 vaccine required prior to hire
- Educational requirements:
 - Associate or baccalaureate degree with a minimum of 12 ECE credits or equivalent
 - <OR> Child Development Associate (CDA) credential, which is equivalent to Step 7 on the Oregon Registry
 - <OR> Current enrollment in a program leading to an associate or baccalaureate degree in ECE or equivalent

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<OR> Current enrollment in a child development associate credential (CDA) program to be completed within 2 years **AND** High school diploma or GED

- Diploma and transcripts are required to validate Associate's degree in Early Childhood Education/Related field and to verify ECE/Related coursework
- Bilingual English/Spanish preferred
- 6 months experience in a preschool setting preferred
- Head Start parent or past parent preferred
- Competency with Microsoft applications.
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs. This position is rated as active and occasionally requires the individual to lift 50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation.
- Prior to date of hire and throughout employment, certification of the following are required:
 - Valid driver's license
 - Proof of current auto insurance. Must provide current liability insurance
 - Food Handler's Card
 - Current enrollment in the OR Child Care Division-Criminal History Registry
 - Within 60 days of hire, Pediatric CPR/First Aid certification is required
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

V. Position Details:

- a. The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- b. Fair Labor Standards Classification: **Non-Exempt**
- c. NeighborImpact is an equal opportunity provider and welcomes POC, LGBTQ employees, Neurodiversity employees, old and young employees and everyone in between into our work force.
- d. In accordance with Federal law and U.S. Department of Agriculture policy, NeighborImpact is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.
- e. This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signatures:

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Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____