

Gateway Community Service Organization, Inc.
Job Description

Job Title: Substitute
Department: Head Start
Reports To: Classroom Teacher
Prepared Date: January 2007
Approved By: Policy Council
Approved Date: February 20, 2007

Summary:

Work under the direction of the designated classroom teacher and adhere to Head Start Performance Standards, program policies, and any/all applicable regulations.

Essential Duties and Responsibilities:

Maintain child/staff ratios, participate in daily classroom activities as assigned by designated supervisor, monitor bus as needed adhering to all transportation laws, regulations, and program policies, and work with classroom staff to implement program goals and objectives.

Other duties as assigned

Supervisory Responsibilities:

There are no supervisory responsibilities

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or General Education Degree (GED)

Language Skills:

Ability to read and interpret general program information

Certificates, Licenses, Registrations:

A current Kentucky Driver's License, reliable transportation, satisfactory criminal records and child abuse and neglect check, satisfactory TB Skin test and physical, drug testing as required, and state required minimum vehicle liability insurance and uninsured motorist.

Other Skills and Abilities:

Must be willing and available to travel in and out of the Gateway five county service area and participate in required professional development training. Remain abreast of current regulations associated with the position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills

Interpersonal Skills – Maintains confidentiality.

Oral Communication – Listens and gets clarification; Responds well to questions;

Written Communication – Able to read and interpret written information.

Teamwork – Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests

Quality Management – Demonstrates accuracy and thoroughness

Diversity – Shows respect and sensitivity for cultural differences

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support – Follows policies and procedures; Supports organization’s goals and values

Judgment – Exhibits sound and accurate judgment

Planning/Organizing – Uses time efficiently

Professionalism – Accepts responsibility for own actions; Follows through on commitments

Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability – Able to deal with frequent change, delays, or unexpected events

Attendance/Punctuality – Is consistently at work when scheduled

Employee Signature

Date