



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>rd</sup> Street (Suite A), McMinnville, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> 06/29/2020	<b>Position Number:</b> HSYC – 12-01-Substitute
<b>Position Title:</b> Program Substitute	<b>Pay Range:</b> Minimum Wage
<b>Reports to [Job Title &amp; Division/Department]:</b> Program Coordinator	
<b>FLSA Status:</b> Non-Exempt	
<b>Positions Supervised:</b> None	

**GENERAL DESCRIPTION**

Substitute for Teaching or Food Service staff, on an on call basis. This position will assume responsibility for continuing pre-planned classroom or kitchen activities in the absence of the regular staff person. Must be available to work up to 40 hours per week- between 6:30 a.m. and 8:00 p.m.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of, or a willingness to learn, Child Development, Early Child Education, Developmentally Appropriate Practices, classroom support
2. Willingness to work with children with challenging behaviors and children and parents with special needs
3. Willingness and ability to work with at risk children and families
4. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers (or willingness to learn)
5. Understand and demonstrate ethical practices as listed in the NAEYC Code of Ethics
6. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
7. Reliable transportation
8. Be patient, gentle, loving, kind, creative, resourceful, with a warm tone of voice
9. Enthusiastic, energetic, compassionate, sensitive and respectful personality
10. Ability to handle stress, be flexible, work as a team member, and maintain confidentiality
11. Good written and oral communication
12. Computer literate

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma or GED required
2. ECE course work preferred; CDA, AAS or BA in ECE or related field is preferred
3. Previous experience with preschool program is preferred

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish is preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources trainings
5. Obtain Food Handler's certification within 30 days of hire
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
8. Optional First Aid/CPR certification
9. Reliable transportation

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**ESSENTIAL JOB DUTIES:**Teaching:

1. Assist in implementing the HSYC curriculum and Head Start Performance Standards for HSYC classrooms
2. Assist with implementing the appropriate daily lesson plans that include both indoor and outdoor activities; are individualized and based on the children's own needs and interests; making sure to include multicultural educational activities, family-style meals and other appropriate elements
3. Assist in organizing the classroom according to developmental levels and individual needs of the children, ensuring: the development social, cognitive physical and language skill enhancement opportunities
4. Promote the development of secure relationships with children
5. Stay involved with the children at all times during the day

6. Observe children and inform the Teacher or Teacher Assistant of all observations
7. Assist in maintaining a clean, safe learning environment at all times
8. Assist with family style dining with children (staff and parents) according to program policy and procedures, and HS Performance Standards
9. Welcome and involve parents in all aspects of the classroom
10. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership

Food Service:

1. Prepare and serve meals following the Public Health, Head Start, and USDA guidelines
2. Utilize cycle menus
3. Provide for the smooth service of food to the children
4. Keep food service areas, equipment, and utensils sanitary and clean
5. Include children, parents and volunteers in the service of meals

**ADDITIONAL JOB DUTIES:**

1. Maintain current and correct phone number/e-mail contact information with HR and Substitute Supervisor
2. Report to work at scheduled times
3. Performs all duties in a safe, timely and professional manner
4. Participate with a positive attitude and behavior in all program activities
5. Demonstrate goodness of fit within HSYC Philosophy and HS Performance Standards parameters
6. Perform other related duties as assigned

**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 the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance

**MENTAL DEMANDS:**

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations

**WORK ENVIRONMENT:**

The work environment characteristics 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:

1. Exposure to outside weather conditions
2. Driving in all conditions

3. Exposure to Indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

**CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

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Signature

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Date

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*