

# **KIDS INCORPORATED OF THE BIG BEND JOB DESCRIPTION**

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**JOB TITLE:**

Early Head Start Substitute

**REPORTS TO:**

Early Head Start Area Director

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**CLASSIFICATION:**

Seasonal/Non-Exempt

**LOCATION:**

Madison, Jefferson, Leon

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**DEPARTMENT:**

Early Head Start

**DATE PREPARED:**

February 14, 2008

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**SUPERVISORY RESPONSIBILITIES:** NONE

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**JOB SUMMARY:**

Understand and promote education and early childhood development as defined in Early Head Start Performance Standards, National Association for the Education of Young Children (NAEYC) Accreditation Standards, and Department of Children & Families (DCF) Licensing Regulations.

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**EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School Diploma and some experience teaching in early childhood setting working with infants and toddlers preferred, training courses and certifications mandated by DCF Licensing Regulations preferred

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**MAJOR DUTIES AND RESPONSIBILITIES:**

A. **Establish and maintain a safe and healthy environment:**

- Assist teaching staff with schedules, routines and activities in accordance with EHS Performance Standards and DCF Licensing Regulations
- Detect and report signs of illness, discomfort and usual behavior of children to Area Director
- Report suspected abuse/neglect to the appropriate agencies
- Be in good physical health, which allows for active involvement with the children, on the floor or the ground outside
- Be physically able to lift up to 50 pounds

- Assist in daily maintenance of center as follows:
- Clean and sanitize door knobs, door frames and light switches daily
- Empty, sanitize and reline waste receptacles at least daily, more if needed
- Spot clean wall surfaces, windows and mirrors
- Sweep outside walks and keep playgrounds free of trash and debris

**B. Promote education and early childhood development:**

- Assist teaching staff in curriculum plans to encourage social, emotional, physical, and cognitive skill development through developmental learning activities and environmental set-up
- Follow guidelines and standards outlined in EHS Performance Standards, NAEYC Developmental Appropriate Practices and Accreditation, and DCF Licensing Regulation
- Assist in implementing the Creative Curriculum and supplement it with Beyond Cribs & Rattles
- Assist in implementing I Love You Rituals to promote Character Development
- Assist in implementing School Readiness Express to promote literacy

**C. Ensure a competent, purposeful program, responsive to individual needs:**

- Establish positive and productive relationships with children, parents, co-workers and visitors
- Handle problems in a positive manner and refer parents to the Area Director for clarification of center policies, as needed
- Comply with Kids Incorporated's Code of Conduct
- Complete and maintain records, reports, and all required paperwork in respect to deadlines as deemed appropriate for substitutes

**D. Professional Development:**

- Comply with the Professional Development Policy to meet and maintain all required credentials within the specific time frames
- Attend trainings, conferences, and other educational opportunities pertinent to job, as assigned by Area Director and mandated by licensing regulations
- Be able to apply knowledge gained from trainings to support education and early childhood development
- Review your Professional Development Plan on an on-going basis in coordination with the Area Director

Performs other related duties, as assigned by the supervisory staff.

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**ACKNOWLEDGMENT:**

I fully understand that this job description is not intended to be a contract for employment, and that the employer reserves the right to make any necessary revisions to the job descriptions at any time without notice.

My supervisor has afforded me a one on one review of my job description. I fully understand the duties and responsibilities of the job and my supervisor's expectations where this job is concerned. I am able to perform all duties as outlines.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date