

Head Start / Early Head Start Substitute Teachers, Cooks and Drivers: Immediate need for Substitutes in our Burlington, Fort Madison, Keokuk & Mt Pleasant locations. Require HS Diploma or GED. Teachers: should have prior experience working with children ages 0 – 5 in a day care setting. Cooks: experience in large quantity cooking preferred. Bus Drivers: require Class B CDL, school bus & passenger endorsements. All positions: post offer/pre-employment physical, criminal background check and drug testing required. Submit required Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601. Applications available at any Agency center or on this web site. Affirmative Action/Equal Opportunity Employer.

## COMMUNITY ACTION OF SOUTHEAST IOWA

### JOB DESCRIPTION

Job Title: Head Start / Early Head Start Substitute Teacher  
Department: Head Start / Early Head Start  
Reports to: Head Start / Early Head Start Lead Teacher

Summary: Assist teacher in providing a quality, comprehensive program for children ages birth through five years.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Plan and carry out activities as outlined in the Head Start Performance Standards and other Agency documents.
3. Take part in and help supervise children during field trips as assigned.
4. Be respectful, supportive and courteous to each family.
5. Become familiar with Head Start policies, procedures and program philosophy.
6. Participate in training opportunities as mandated.
7. Communicate pertinent information to Head Start/Early Head Start staff.
8. Provide a safe, healthy, nurturing atmosphere that promotes optimal growth in children.
9. Foster growth of children by: building confidence and responsibility in each child; modeling and encouraging proper personal hygiene; interacting individually and in small groups with children; achieving consistent discipline within the classroom; modeling and encouraging pleasant conversation, good eating habits and proper table manners during meals; eating the same menus with the children at child-sized table.
10. Assist the teacher with preparing and carrying out activities and performance of duties as necessary for operation of the center.
11. Assist with housekeeping chores for the health and safety of the children including sweeping, mopping, disinfecting, cleaning dishes, vacuuming, cleaning tables and bathrooms and picking up classroom.
12. Responsible for keeping children clean (including cleaning up bodily fluids, changing diapers or pull-ups/training pants, assisting with toilet training) to be in compliance with licensing standards.
13. Prepare meals and snacks as necessary following CACFP and Head Start guidelines.
14. Keep necessary reports up-to-date and assist **in the observation of children's development progress.**
15. Must have access to working telephone.
16. **Monitor and record children's daily activities** as required for the classroom.
17. Notify person you are subbing for if unable to keep prearranged commitment.
18. Obtain **Lead Teacher's signature on timesheet for each classroom that is subbed in during that pay period.**
19. Model professional behavior and dress code.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the 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). The employee must be at least eighteen (18) years of age.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to interpret graphs.

**COMPUTER SKILLS:** Know basic computer operations, including Windows, Microsoft Office products and email. Must have ability to learn Head Start specific software and internet use.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables.

**OTHER QUALIFICATIONS:** Must be able to travel throughout the four county service area regularly and travel occasionally state and nationwide. **Must have a valid driver's license, access to a vehicle and be insurable.** Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

**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 talk and hear, taste and/or smell, sit on floor and low chairs; reach with hands and arms; stoop, kneel, crouch, bend or crawl. The employee is required to stand, walk, run, climb and/or balance each work day. The employee must regularly lift and/or move up to fifty (50) pounds. This job involves lifting and holding children ages birth to five years.

The employee will care for physical needs of children age birth to five years of age. The employee will work in a classroom of up to sixteen (16) children. The employee is required to clean work area and arrange room furniture.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essentials 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 exposed to outside weather conditions. The employee is regularly exposed to childhood illnesses. The noise level in the work environment is loud on occasion. May travel in inclement weather. Must be able to quickly adapt to changing schedule in a hectic environment.