

## OGDEN-WEBER COMMUNITY ACTION PARTNERSHIP, INC. JOB DESCRIPTION

**JOB TITLE:** Substitute Teachers Assistant  
**PROGRAM:** Head Start  
**SUPERVISOR:** Site Supervisor  
**STATUS:** \*Regular/On-Call **Non-Exempt**

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**SUMMARY OF POSITION:** Performs functions of the staff assistant in his/her absence as defined below.

### **JOB FUNCTIONS:**

1. Assist Teacher in the education of children through implementation of Head Start Education and Early Childhood Development and Education guidelines in compliance with Head Start Performance Standards; arrange room to provide safe, developmentally appropriate use.
2. Assist teacher in planning and implement monthly, weekly, developmentally appropriate activities that meet Performance Standards including, but not limited to, cognitive, social, emotional, language, literacy, self-help, safety, nutrition, fine and gross motor skills.
3. Assist teacher in the implementation of OWCAP program goals, objectives, and curriculum such as Creative Curriculum©, Second Step©, Talk About Touching©, etc.
4. Assist teacher in planning and arranging for individual class field trips
5. Assist teacher in conducting home visits and parent-teacher conferences.
6. Involve parents in planning classroom activities, curriculum planning, and volunteering in the classroom to enhance program. Use parents as a resource in their areas of expertise and cultural ethnicity. Document contact with parents as required.
7. Assist Teacher in developing, implementing, and assessing lesson plans, SEOPs, IEPs, child observation, and notes to parents and other records, while addressing the child's individual needs.
8. Use developmentally appropriate behavior guidance skills including positive reinforcement, use of low to moderate speaking voice, redirection, and assisting children in developing social problem-solving skills.
9. Assist Teacher in providing professional, accurate, and timely documentation and reports including, but not limited to, lesson plans, child observations, newsletters, assessments, home visits and parent-teacher conferences.
10. Assist teacher in conducting assessments on each child to individualize, show progress, and focus and address the child's strengths and weaknesses.
11. Welcome each child upon entrance to class every day to assess each child's health condition. Report and document any suspected problems.

12. Assist Teacher in arranging classroom to provide safe, developmentally appropriate use; care for and maintain appearance and cleanliness of classroom including, but not limited to, materials and equipment; rotate materials and equipment as supported by lesson plans.
13. Care for the health and safety of children as established by the Head Start Performance Standards and the OWCAP Development Systems & Procedures.
14. Ensure transitions between locations are conducted in an effective and safe manner. Ensure that children are safe and never left alone.
15. Assist teacher in ensuring meal and snack times are conducted in compliance with Head Start Performance Standards; implement family style meals; assist and encourage children in appropriate behavior during meal time and clean up; encourage meal time conversation; document meal counts at point of service and report accurately.
16. Assist teacher in providing guidance and training for volunteers; provide feedback regarding performance; encourage volunteers to participate in agency trainings; ensure completion of in-kind forms.
17. Work as an effective team member in cooperation with the assigned teacher and other team members.
18. Work as an integral team member in partnership with the teacher and family advocate to ensure that attendance in the classroom remains at 86% or higher; discuss attendance issues with parents personally, by phone and by written correspondence; assist in addressing issues resulting in poor attendance.
19. Support the achievement of in-kind goals by actively participating in the solicitation of in-kind services and donations to the Head Start program including, but not limited to, encouraging parents, family members, community members and organizational contacts to volunteer in the classroom. Encourage community members to provide donations of professional services, money, supplies, and other items needed to support the Head Start program.
20. Actively participate in recruitment of Head Start children.
21. Act as integral team member; develop trusting relationships with team members; work cooperatively; assist teacher in the development and implementation of classroom activities, tasks, and responsibilities.
22. Assist teacher in the timely development, performance, documentation, input and/or reporting in areas required by the Head Start Performance Standards, OWCAP Systems Development & Procedures manual, and on-going monitoring as it relates to the classroom.
23. Maintain confidentiality and code of conduct as defined in the OWCAP Personnel Policies and procedures.
24. Attend assigned meetings and trainings.
25. Other reasonable duties as assigned to ensure program compliance with guidelines and regulations established by the funding source in the preparation and completion of NRS, PIR, PRISM and any other assessment or report established by the funding source.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Head Start Standards and the OWCAP Systems Development & Procedures as they apply to education and child development. Principles of child growth and development, early childhood education and family support.

**MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma, GED, or equivalent.

**PREFERRED EDUCATION AND EXPERIENCE:**

One year paid experience preferred working in a preschool or Head Start classroom.

**LAWS, REGULATIONS, POLICIES, PROCEDURES, OR OTHER GUIDELINES:**

Head Start Performance Standards, Head Start Act, OWCAP Personnel Policies and Procedures, Utah Child Care Licensing Laws, OWCAP Systems Development & Procedures .

**PHYSICAL/MENTAL CHARACTERISTICS:**

Occasional heavy lifting and carrying (over 50 lbs.). Must have ability to see; discern colors; hear (with or without aid); ability to stand for long periods of time; participate in physical activities (indoors and outdoors). Occasional climbing of stairs, operation of office equipment. Must be able to write, count, read, and do simple math.

**ATTENDANCE AND RELIABILITY:**

**The incumbent will consistently adhere to all policies/guidelines regarding time and leave usage; will consistently keep to schedule, and will regularly complete tasks on time.**

**BEHAVIORAL:**

The incumbent must work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.

**ATTRIBUTES:**

The OWCAP feels that the following attributes are necessary for an employee to satisfactorily meet the requirements for this position: accountability, initiative, flexibility, continuous learning, team player, courteous, decision making, respect diversity, multi-tasking, tactfulness/diplomacy, dependability, cooperation, creativity, dedication, interpersonal skills, problem solving, follow through, and organization/time management, grooming and appearance

**WORK SITE AND ENVIRONMENTAL CONDITIONS:**

Position is mostly indoors with daily activities outdoors. Subjected to loud noise. Must be capable of working closely with children. May be required to work irregular hours.

**EQUIPMENT AND MACHINERY:**

Must have own transportation to work. Must have current drivers license and insurance. Will use office equipment such as computers, copiers, fax machines, telephones, PDA's, etc. Must provide own transportation in the completion of assignments and projects.

**POST-HIRE REQUIREMENTS:**

1. Medical certification that employee can perform the essential functions of the position with or without reasonable accommodations within two weeks of hire and every five years thereafter.
2. TB test within two weeks of hire and every two years thereafter.

3. Hepatitis B series within two (2) weeks of hire with verification of completion of the three-series shot within six (6) months of hire.
4. Criminal background check upon hire and every five years thereafter.
5. Continuous CPR, First Aid, and Food Handlers certifications.
6. Drug/Alcohol screening upon hire and when deemed necessary to comply with OWCAP Drug/Alcohol Policy.

**INTRODUCTORY PERIOD:**

\*This position will not be considered regular, as defined by the OWCAP Personnel Policies and Procedures, until all post-hire requirements have been met and a six-month introductory period has been successfully accomplished. During the introductory period, an employee will learn all aspects of the position and will be able to perform them with minimal supervision. The OWCAP can terminate employment, at will, during the introductory period.

**EVALUATIONS:**

Evaluations will be conducted by the supervisor upon completion of the introductory period, on each anniversary date from the date of hire, or at any other time deemed necessary.

**SALARY RANGE: Level 2**

**APPROVAL DATES:**

Agency Administrator/HS Director: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:**

- OWCAP complies with all provisions of the EEO and ADA laws. OWCAP is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disabling condition.
- All job descriptions are subject to change upon approval of the Board of Trustees and the Head Start Policy Council when agency need deems necessary.
- OWCAP is an at-will agency. This job description is not to be construed as a guarantee of employment.