

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

**JOB TITLE:** Substitute Teacher  
**PROGRAM:** Head Start  
**DEPARTMENT:** Education and Early Childhood Development  
**SUPERVISOR:** Site Supervisor  
**STATUS:** \*Regular/On-Call **Non-Exempt**

---

**SUMMARY OF POSITION:** Perform the functions of the teacher in his/her absence as defined below.

**JOB FUNCTIONS:**

1. 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. Plan and implement weekly, developmentally appropriate activities that meet the Performance Standards, while providing for the individual needs of each child, including, but not limited to, cognitive, social, emotional, language, literacy, self-help, safety, personal hygiene, nutrition, health, fine and gross motor skills.
3. Implement OWCAP program goals and objectives such as Creative Curriculum®, Second Step®, Talk About Touching®, literacy, etc.
4. Plan and arrange for individual class field trips; conduct home visits and parent-teacher conferences.
5. 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.
6. Develop, implement, assess and maintain appropriate lesson plans, SEOPs, IEPs, child observation, notes to parents and other records; plan individualization for each child through ongoing observations; recording of progress in both strengths and weaknesses.
7. 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. Communicate with children at their level in simple, clear sentences. Listen and respond appropriately with children.
8. Provide professional, accurate, and timely documentation and reports supporting compliance with internal review guidelines including, but not limited to, lesson plans, child observations, newsletters, assessments, home visits and parent-teacher conferences.
9. Conduct assessments on each child to individualize, show progress, and focus and address the child's strengths and weaknesses;
10. Welcome each child upon entrance to class every day and to assess child's health status. Report and document any suspected problems.

11. Arrange 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; ensure that information on parent and volunteer bulletin boards is current.
12. Care for health and safety of children by use of first aid and CPR principles; change soiled clothing and clean up of bodily fluids; disinfect toys and playing surfaces; provide fluoride; conduct lice checks; knowledge of emergency procedures; medicate, when required by physician and authorized by parents; develop and maintain documentation, in a timely manner, to support health activities.
13. Ensure transitions between locations are conducted in an effective and safe manner. Ensure child safety by never leaving them alone.
14. Ensure meal and snack times are conducted in compliance with Head Start 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.
15. Provide guidance and training for volunteers; provide feedback regarding performance; encourage volunteers to participate in agency trainings; ensure completion of in-kind forms.
16. Provide guidance to the Staff Assistant in working with children and implementation of lesson plans.
17. Work as an integral team member in partnership with the 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.
18. 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, mobilizing donations of professional services, money and supplies, and other functions to support the Head Start program.
19. Act as integral team member; develop trusting relationships with team members; work cooperatively; perform assignments in a timely manner; include staff assistant in the development and implementation of classroom activities, tasks and responsibilities; include all staff with a need to know on issues dealing with the children.
20. Timely development, performance, documentation, input and/or reporting of the following: meal counts, lesson plans, Brigances, in-kind, newsletters, Creative Curriculum checklists, fluoride and medicine disbursement, incident reports, safety checklists, disaster drills, mileage, observations, parent/teacher conferences, parent contacts, substitute evaluations, tracking sheets, field trip requests, referrals, IEPs, SEOPs, developmental checklists, etc.
21. Maintain required certifications and licenses.
22. Maintain confidentiality and code of conduct as defined in the OWCAP Personnel Policies and Procedures.
23. Mentor new hires or other staff needing training as assigned.

24. Conduct emergency drills.
25. Actively participate in recruitment of Head Start children.
26. Attend assigned meetings and trainings.
27. 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 as they apply to education and child development and other applicable child and family services. Principles of child growth and development, early childhood education, and family support. Knowledge of teaching strategies, guidance, learning, and child development; rich conceptual experiences; subject-matter content appropriate for preschool children; assessment procedures; methods of collaboration with parents and families. Ability to identify variability among children and work with team of professionals.

**MINIMUM EDUCATION AND EXPERIENCE:**

Qualifications for classroom teachers as specified in section 648A of the Head Start Act. A child development associate (CDA) credential that is appropriate to the age of the children being served; a state-awarded certificate for preschool teachers that meets or exceeds the requirements for a child development associate credential.

**PREFERRED EDUCATION AND EXPERIENCE:**

An associate, baccalaureate, or advanced degree in early childhood education; or a degree in a field related to early childhood education with six classes pertaining to early childhood and experience in teaching preschool children. Bachelor's Degree in Early Childhood Education preferred.

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

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

**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). Frequent bending, sitting, standing, leaning activities. 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. May be subjected to loud noise. Must be capable of working closely with children. May be required to work irregular hours. Assignment location is based on agency need.

**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 all 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 (5) years thereafter.
2. TB test within two (2) weeks of hire and every two (2) years thereafter.
3. Hepatitis B series within two (2) weeks of hire with verification of completion of the three-shot series within six 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 test upon hire and when deemed necessary to comply with OWCAP Drug/Alcohol Policy.
7. Valid Utah driver's license and vehicle insurance.

**INTRODUCTORY PERIOD:**

\*This position will not be considered regular, as defined in the OWCAP policies and procedures manual, 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.

**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 5**

**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 should not be construed as a guarantee of employment.