

SHASTA HEAD START CHILD DEVELOPMENT, INC

Full Time Substitute

Supervisor: Child Development Services Manager

Classification:

Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Provide care and education to children in a Head Start classroom.

Essential Duties and Responsibilities

- Assist supervisor in maintaining a safe, clean and healthy work environment.
- Assist in the compliance with Head Start Performance Standards, federal and state regulations, and Community Care Licensing requirements.
- Assist in the implementation of Shasta Head Start written curriculum plan.
- Assist in the implementation Shasta Head Start developmentally appropriate curriculum and assessment for the classroom.
- Assist in the supervision and management of children in the classroom in order to ensure a safe and healthy learning environment.
- On-going professional development through education, training and resources.
- Perform additional functions as directed by supervisor that may include functions outside of the child development area.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to effectively communicate, both individually and in group settings, with community members, groups, managers, regulatory agencies, and families.
- Ability to plan and facilitate group and individual experiences for children according to their needs, strengths and interests.
- Ability to work with others in supporting a positive work environment.
- Ability to speak with groups or individual parents regarding child development, curriculum planning, goal setting, and kindergarten readiness.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

Education

Minimum

Twelve (12) units of Early Childhood Education including core classes: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

Desired

AA Degree in Early Childhood Education or related degree with core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

Training and Experience

Minimum

Six (6) months related experience

Desired

One (1) year related experience

Certificates, Licenses

- Must have and maintain current EMSA First aid and CPR.
- Child Development Matrix Permit or the qualifications to obtain one within one year of hire date.

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 sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title