



Mid Florida Community Services, Inc.  
 820 Kennedy Blvd.  
 Brooksville, FL 34601  
 Phone: 352-796-1425 Fax: 352-796-9952

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<b>POSITION TITLE:</b>	Program Substitute
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Child Development Specialist

## **JOB DESCRIPTION**

**POSITION SUMMARY:** The Program Substitute will be responsible for classroom, dietary and/or family educational activities to ensure a quality center based program for families. Duties vary according to the length of the assignment.

### **ESSENTIAL JOB FUNCTIONS:**

- Be available to fill in for a teacher, teacher assistant, extended day teacher, or center aide whenever needed.
- Cooperate with, and follow through on suggestions/recommendations of, managers, leaders and specialists to establish a quality comprehensive child/family program.
- Has a comprehensive understanding of the needs of the children in the classroom (health issues: asthma, allergies, seizures, hearing/vision, etc.) and makes appropriate accommodations to ensure child outcomes are achieved.
- Assists in providing developmentally appropriate activities to enhance physical, social, emotional and intellectual development of children in the classroom.
- Assists in introducing age appropriate materials to children, volunteers and parents. Provides appropriate guidance to promote children's physical growth. Assists in guiding children in developing basic concepts as prescribed in the education, nutrition, health, dental and mental health plans.
- Assists with classroom activities that include reading stories, preparing and delivering activities for/to the children, conducting/assisting with small and large group activities, alerting teacher to any problems or special information.
- Assists in maintaining a safe, clean, neat and orderly classroom/learning environment, including playground areas. Monitors and reports in writing, needed repair of damaged items. Maintains a safe and clean learning environment through cleaning/sanitizing classroom area including, work area, play area, materials, etc. Monitors play and working areas for broken and non-usable materials. Takes appropriate action to correct.
- Encourages language development of children by asking open ended questions. Promotes cultural and ethnic acceptance and experiences and positive self-concept and social skills. Encourages appropriate behavior. Provides and participates in learning experiences for children that allow children to solve problems, initiate activities, explore, question and gain mastery through learning by doing.



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- While assisting in classroom supervises children at all times; maintains child/staff ratios in accordance with policies and regulations. Reports child abuse and neglect in accordance with program policies and procedures.
- Participates and works as a team-player with all Head Start staff, including but not limited to: teacher, co-workers, supervisor/management, the staff members/specialist in education, health, and family and community partnerships.
- Actively participates in center/classroom activities and parent/meetings activities as requested.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start programs as directed.
- Actively participates in USDA training provided by Nutrition Services Coordinator.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

#### **NON-ESSENTIAL/SECONDARY FUNCTIONS:**

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

#### **JOB STANDARDS:**

Education: High school graduate or equivalent. Will obtain certification in First Aid/CPR and register for 55 hours Florida DCF Child Care Training within 90 days of hire and complete coursework within the first year of employment. Will complete Head Start required annual training hours.

Experience: No experience required.



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Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children. First Aid and CPR certified.

**CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Talking, standing, sitting, squatting, kneeling, use of fingers, arms, hands, legs, walking, stretching/reaching, handling, grasping, climbing, bending at the waist, turning, balancing, pushing, pulling, use of depth perception, carrying and lifting (up to 65 lbs.), and driving are constant. Good eyesight (correctable) and hearing (correctable) are essential.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment, playground equipment and vehicle.

Skills & Expertise: Knowledge of health/sanitation practices regarding meal service and food preparation/service. Ability to use and operate a personal computer. Ability to complete work with a high degree of accuracy. Ability to effectively communicate orally and in writing. Ability to keep accurate written records. Knowledge of organization methods. Ability to operate a vehicle/van safely. Ability to arrive to work daily and on time. Ability to work with limited direction. Ability to evaluate situations and make prompt decision. Ability to maintain Mid Florida Community Services, Inc., Head Start, child and parent confidentiality. Knowledge of classroom management techniques. Ability to work with children including those with special needs. Ability to be reliable, responsible and accountable to job requirements. Ability to establish effective working relationships with people, particularly supervisor and co-workers.

**ENVIRONMENTAL JOB FACTORS:**

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

Per the current federal government mandate; Beginning January 2022, all Head Start and Early Head Start teachers and program staff will be required to be vaccinated. To ensure compliance, Mid Florida Community Services is requiring all staff to be fully vaccinated before being hired.

REVISION DATE: 09/03/2015	W/C CODE: 8810	FLSA STATUS: Non-Exempt
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