

**TRI-COUNTY COMMUNITY ACTION, INC.**  
**PROJECT HEAD START & EARLY HEAD START**  
**JOB DESCRIPTION**

**JOB TITLE:** SUBSTITUTE

**DEPARTMENT:** Early/Head Start

**CLASSIFICATION:** TEMPORARY

**GENERAL DESCRIPTION:** Substitutes are responsible for educational activities such as learning, playing, eating habits, safety, toileting, behavior management, and all other activities both in the classroom and on the playground. Substitutes must maintain a positive relationship with parents and open communication. Engage individual and small group of learners in instructional activities according to the lesson plan. Assist in documenting and providing objective information about children's performance that enables them to plan and modify the curriculum (individualization).

**QUALIFICATIONS:** HIGH SCHOOL DIPLOMA OR EQUIVALENT.

**EXPERIENCE:** Substitute's should be selected primarily for his/her knowledge of the way in which children grow and develop and for understanding the needs, interest and abilities of individual children. In addition, must genuinely like children and enjoy working with them. The Teacher's aide is expected to be an active participant in the work and play activities of the children so they must be in good physical health. Must be clean and neat in appearance and therefore set a good example for good hygiene practices for the children. They must be willing to work with others in the classroom such as volunteers. Teacher aides must be willing to accept new ideas and learn new methods for working with young children. They must be able to be clam and maintain good judgment in stressful situations.

**DUTIES:**

- Ensure children are safe at all-time both in the classroom and on the playground.
- Encourage habits of safety in handling work and play materials and equipment.
- Be able to confer with the teacher regarding daily activities so as to understand "How can I help".
- Assist in preparing classroom for the daily activities of the children.
- Attends monthly staff meetings and contributes relevant suggestions for improvements that enhance learning.
- Works cooperatively and constructively with fellow staff members and supervisor.
- Performs routine housekeeping tasks according to schedule or assigned by supervisor.

- Maintains an orderly physical environment conducive to the optimal growth and development of children.
- Assist in the responsibility for the equipment and materials in his/her classroom and assists children in learning appropriate use and care of materials and equipment.
- Promotes good eating habits by sitting at the table and eating the same foods as the children during mealtime and snack time, conversing with them, encouraging good table manners by the model he/she demonstrates.
- Assist in food service to insure that children receive required proportions.
- Maintain discipline in accordance with the rules and disciplinary guidelines set forth by TCCA and Head Start.
- Assist in supervising, monitoring and participate in all outdoor play and activities.
- Assist in the delivery of complete health services to all children enrolled in the program.
- Assist with daily health inspection on children as they arrive at the center.
- Assist with supervising and instructing children in the daily brushing and flossing of their teeth. Twice a day.
- Must be able to lift or move 20 to 25 pounds if needed.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular work hours are 7:30 a.m. until 3:30 p.m. (Must be able to stay until 3:00 unless permissible by your supervisor.)
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned task relevant to the effective operating of the program or other task assigned by supervisor.

**SUPERVISORY DUTIES:**

None

**IMMEDIATE SUPERVISOR:**

Center Director

EMPLOYEE:\_\_\_\_\_

DATE:\_\_\_\_\_

ORIENTATION TRAINER:\_\_\_\_\_

DATE:\_\_\_\_\_

SUPERVISOR:\_\_\_\_\_

DATE:\_\_\_\_\_