



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Substitute** acts in the position of a regular classroom or kitchen staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Classroom Responsibility:

1. Work closely with Teacher and other staff members in a cooperative manner.
2. Assist Teacher in planning and implementing a daily program which meets the needs of groups of children.
3. Greet children on arrival and departures.
4. Assist children with learning the process of dressing and undressing themselves (i.e.: outdoor clothing.)
5. Supervise activities in classroom environment.
6. Assist with outdoor supervision and activities.
7. Assist children with hygiene activities (handwashing, toothbrushing).
8. Assist with mealtimes by eating with the children encouraging conversations and table manners.
9. Ensure safety of children at all times by close, active supervision.
10. Share observations on children as requested by Teacher.
11. Recognize and report signs of illness and other concerns to the Teacher.
12. Maintain confidentiality of parent and/or child concerns at all times.
13. Show flexibility and cooperation while working in the center.
14. Keep accurate time sheet and submit it to supervisor for payroll purposes on the time bi-weekly time schedule.
15. Supports the classroom to maintain appropriate requirements for Maine Child Care Licensing and Head Start Standards at all times.

### Kitchen Responsibility

1. Follows weekly menus as provided by Nutrition Coordinator.
2. Plans work schedule so that food production flows smoothly and meals are prepared on schedule.
3. Follows standardized recipes and uses portion control methods in the weighing/measuring of meal components.
4. Prepares, cooks and serves breakfast, lunch and snack according to menus to meet CACFP and Head Start regulations.
5. Ensures that special diets are adhered to.
6. Purchases and/or picks up food and non-food supplies at designated location as necessary to meet menu requirements.
7. Stores food and non-food supplies in a sanitary and orderly manner.
8. Maintains clean kitchen, storage, and serving areas on daily basis.
9. Wash and sanitize utensils and dishes thoroughly.
10. Maintains a clean neat appearance of self, including closed toed shoes, restrained hair, and a clean apron.

### Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.

**Position Title:**  
Substitute

**Department:**  
Early Childhood Program

**Reports To:**  
Lead Teacher

**Supervises:**  
N/A

**FLSA Status:**  
Non-Exempt

**Salary Range:**  
RH1/L1

**Last Revised/Approved:**  
August 2018

2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

**Safety and Wellness:**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Manages cleaning equipment including vacuum, broom, mop and bucket, washing machine, and dryer.

**Professional Growth and Development:**

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.

**Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

**GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent 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 use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 35 pounds, and occasionally lift and/or move up to 50 pounds. Must have the ability to arrange classroom equipment, lift and move furniture, sit in small chairs and on the floor for extended periods of time, and work at low tables. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Uses the following equipment:

- All regular kitchen equipment
- All general office equipment including computer, fax, copier
- All regular classroom maintenance equipment
- All standard light housekeeping equipment

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a classroom setting. Stressful crisis situations. Must be able to withstand outside conditions to meet licensing requirements. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## **QUALIFICATIONS NEEDED FOR POSITION**

### **General Requirements:**

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

### **Experience and Skill Requirements:**

The following experience and skills are considered essential:

- Participate in initial Substitute Teacher Training course.
- Participate in annual Substitute Teacher Refresher course.

### **Education Requirements:**

The following education requirements are considered essential:

- High School graduate or equivalent.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

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*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

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Employee Signature

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Date

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Supervisor Signature

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Date