



Thrivalaska Head Start Birth to Five Job Description

Title: Program Substitute
Status: Full time, at will, 36 weeks @ 40hrs
Reports To: Education Disabilities Coordinator
Wage: \$14.51 - \$18.98 hr

Position Summary:

To assist program staff and cooperate in a supportive role carrying out developmentally appropriate activities. To promote the health, nutrition, education and transportation needs of the children and to attend to their safety and welfare.

Knowledge, Skills, and Abilities Required:

EDUCATION & EXPERIENCE

1. High School diploma or GED.
2. Minimum 1 year experience working with children.
3. Knowledge and understanding of Federal Head Start regulations.
4. Maintain standards set by Federal Head Start regulations.

SKILLS & ABILITIES

1. Communication and interpersonal skills.
2. Ability to work within an interdisciplinary team model.
3. Capable of self-direction, decision making and working independently with minimum supervision.
4. Ability to work cooperatively with groups of parents, supporting agencies, staff members and community representatives.

Principal Duties and Responsibilities:

CHILD & FAMILY SERVICES

1. Assist in setting up environment (indoor/outdoor) for the activities of the day.
2. Priority given to Head Start when needing substitution
3. Use developmentally appropriate practices to facilitate activities with groups and individuals.
4. Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas of growth.
5. Utilize lesson plans at the direction of classroom staff, which reflect mandated elements, parental and cultural influences and promote social, emotional, physical, and cognitive development of Head Start children.
6. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.

7. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
8. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
9. Sanitize classroom equipment and laundry.
10. Assist with meal service as needed.
11. Monitor and manage behavior of children.
12. Communication with families, including mail, sign-off to authorized adults, etc.
13. Assist in emergency evacuation.
14. Assemble food, dishes, utensils, and supplies needed for timely meal preparation.
15. Adhere to sanitation and safety procedures.
16. When needed assist in the kitchen: wash dishes, pots, pans and utensils using approved sanitation methods.
17. Return all items to their proper storage units.
18. Show a positive attitude with children, families and co-workers.
19. Promote a friendly, professional environment for staff, families, co-workers and volunteers.
20. Direct concerns of parents and children as needed to appropriate coordinator.
21. Promote a positive, professional representation of the agency.
22. Advocate for successful child and family development experiences.
23. Communicate with children and family members with respect and honor.
24. Whenever possible, assist children and families.
25. Support child and family development goals.

PROGRAM MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Attend meetings, trainings, and appropriate professional development activities when required.
3. Manage the coordination of childcare needed for activities such as Policy Council and day time parent meetings. Assist with food preparation, room set up for Policy Council meetings, be available during meetings to assist Director and Policy Council chair person. Assist staff in childcare room as needed.
4. Maintains confidentiality of information at all levels.
5. Is familiar with and adheres to the NAEYC code of ethics.
6. Promote each child's growth through positive communications with staff.
7. Maintain a positive attitude.
8. Work with co-workers to make sure that the work environment is professional and supportive of all staff.
9. Participate during program self-assessment and evaluation processes.
10. Participate during Thrivalaska community assessment activities.
11. Support, implement and participate in program goal setting process to include strategic planning.
12. Compliance with all Thrivalaska policies, procedures and guidelines, HS Performance Standards and State Licensing Regulations.

BUDGET & FISCAL

1. Continually seek out and process in-kind opportunities to include services and supplies.

2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.

SUPERVISION & TRAINING

1. Continually seeks training to stay current with relevant communication, record keeping, child development, technology and other job related skills.
2. Maintains qualifications required by Head Start performance standards.
3. Participate in developing and accomplishing staff development goals.
4. Meet and actively pursue the minimum yearly training required for your position.
5. Support program supervisor in attainment of program goals and mission.
6. Attend NIA-AEYC yearly conference, when possible share knowledge through hosting a workshop.

COMMUNITY PARTNERSHIPS

1. Presents a professional image when representing Thrivalaska.
2. Promotes the Head Start mission, philosophy and goals at all times.
3. Actively seek out partnerships with community members and agencies to enhance program services and resources.
4. Enthusiastically promote Thrivalaska programs.
5. Actively and regularly recruit children and families for best placement within programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Provide child care, meals and transportation for Board of Director and when appropriate Policy Council and advisory group meetings.
3. Follow the chain of communication.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Supports the mission and goals.
2. Promotes teamwork concept in relationship and strength based organization.
3. Promotes a positive work environment
4. Project professionalism in conducting daily activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
9. Can be relied on regarding task completion and follow up.
10. Uses logical and sound judgment, applies common sense.
11. Makes timely decisions and maintains composure under trying circumstances.
1. Promotes quality, accuracy, timeliness, reliability and thoroughness of work performed.
2. Is punctual and reliable.

WORK LOCATION

- 1. Head Start Birth to Five in Fairbanks
- 2. Primarily in office setting
- 3. Occasionally in classroom

WORKING CONDITIONS

- 1. Thrialaska is a drug, alcohol and tobacco free workplace.
- 2. Some exposure to communicable diseases.
- 3. Noise level in work environment may be moderate to loud.
- 4. Must be available for a variety of evening meeting and social events
- 5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.
- 6. Thrialaska vehicle insurance requirements, a current clean driving record and valid Alaska State Driver’s license is required.
- 7. May be required to drive a vehicle on behalf of Thrialaska.

PHYSICAL REQUIREMENTS

- 1. May be required to lift up to 45 pounds
- 2. Ability to sit, stand and walk for extended periods of time
- 3. Mental and visual concentration required for computer usage
- 4. Some walking, bending, stooping and lifting of supplies or materials

EQUIPMENT USED

- 1. Copy machine
- 2. Calculator
- 3. Telephone
- 4. Computer
- 5. Fax machine
- 6. Vehicles

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

Employee Signature

Date

Printed Name