



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

JOB DESCRIPTION

Substitute Teacher Assistant HRCAP Head Start

Purpose of Position: To assist with providing a successful, safe and supervised educational setting for children, while they are in the Head Start environment (classroom, outdoor play area, and field trips).

To assist in the promotion of social, emotional, physical, and cognitive development of Head Start children relative to the Creative Curriculum, Head Start Performance Standards/Domains and Licensing guidelines.

To encourage parental involvement in all aspects of the program

To assist in the development of individual goals for children, provide on-going assessment on progress and facilitate transition into kindergarten.

Supervisor: Education Manager

Qualifications:

- Candidates must have a Child Development Associate Credential or Degree related to Child Development or Early Childhood Education.
- At least 1 (one) year experience working in a Classroom setting is preferred.
- Background check and valid Virginia Driver's License required for employment.
- Must have the ability to work and maintain high standards of professional ethics.
- Ability to be flexible with work assignments.
- Experience working with preschool children.
- Excellent communication skills, especially good listening and writing skills.

Duties:

- Assist in integrating all Head Start service areas into classroom time
- Assist with active supervision of children which includes intentional observation, ongoing monitoring and head count
- Assist in setting up environment (indoor/outdoor) for the activities of the day.
- Utilize lesson plans at the direction of classroom staff
- Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, and effective transitions between activities
- Follow Child Guidance and Behavior Management Policies and Procedures
- Sanitize classroom equipment and laundry where needed.

- Assist with meal service as needed.
- Monitor and manage behavior of children and maintain a head count.
- Secure children in age/weight appropriate restraints
- Assist in emergency evacuation
- Must pass Criminal Record Check and Child protective Services search. Must submit to TB test and physical.
- If a licensed driver, employee must have a valid Virginia Driver's License and proof of current auto insurance where applicable.

RECIPT OF JOB DESCRIPTION

I have received, reviewed and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name: _____

Signature: _____ Date: _____