



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

SUBSTITUTE I

Department: Head Start

Pay Grade: G01

FLSA Status: Non-Exempt

Reports to: Center Director

POSITION SUMMARY:

Working under direct supervision and with routine difficulty, this position is responsible for supporting the continuity of care for enrolled children in the program. This role ensures classroom operational supervision of children, health and safety, and quality program services, including preparation of meals and snacks in the absence of the assigned regular staff member in adherence with all standards and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Welcomes families daily, ensures daily attendance activities, engage with parents to participate and volunteer in program activities, and maintain confidentiality in adherence with established programmatic systems.
- Assist and actively participate in classroom and outdoor activities ensuring active supervision, health, and safety of children, in accordance with established programmatic systems, standards and regulations.
- Assist with indoor and outdoor learning activities and learning environments, reinforcing behavior management and positive guidance/interactions aligning with the Pyramid Model, Conscious Discipline, and other established evidence-based child assessment tools.
- Assist the supervising Teacher in the development of lesson plans and curriculum activities that support language development, cognitive, social-emotional and pre-math skills measured by the program's individualized assessment tools and adherence to program compliance. Collect child observations and child work samples.
- Complete assigned documentation and maintain compliance with mandatory child abuse reporting protocol to ensure record keeping requirements and protocols for all standards and regulations.
- Assist with food preparation, serving meals/snacks, cleans and maintains the food preparation and storage areas and equipment, and practices safety and sanitation in preparation and storage of food in accordance with established programmatic systems, standards and regulations.
- Participate in the family style meal program ensuring table behavior and good nutritional habits in accordance with established compliance guidelines.
- Assist with screenings and follow-up activities to ensure regulatory compliance with development/health screenings and planning.
- Assist with parent/teacher conferences to ensure programmatic compliance with standards and regulations.

SUBSTITUTE I...CONTINUED

Other related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED; a strong interest in working directly with children up to age five, and successful completion of training and orientation

PREFERENCE: Six months of experience in early childcare in a licensed facility.

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- Motor Vehicle Report (annually)
- TB Skin Test Attestation
- Physical Exam

CERTIFICATES & LICENSES:

- Food Handlers license (within 30 days of hire)
- CPR (ability to obtain within 6 months "if required")
- First Aid (ability to obtain within 6 months "if required")

Note: Head Start will assist employees with obtaining certifications and licenses listed above

TECHNICAL COMPETENCIES:

- Communication with children
- Ability to follow and adhere to all performance standards, licensing requirements, regulations, policies and procedures

GENERAL COMPETENCIES:

- Collaboration
- Communication
- Conflict Resolution
- Cultural competence
- Discretion
- Problem solving
- Teamwork

TRAVEL REQUIRED:

☐ XXX < 5% ☐ < 25% ☐ < 50% ☐ < 75% ☐ 100%

SUBSTITUTE I...CONTINUED

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent standing, sitting, finger use, talking, listening, and repetitive motion. Occasional walking, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.

Physical exertion: ___ Sedentary; X Light; ___ Medium; ___ Heavy; ___ Very Heavy. Work involves exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Not substantially exposed to adverse environmental conditions.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

Executive Director: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____