

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Early Head Start/Head Start Substitute

Classification: Non-Exempt

Reports to: Area Coordinator

Date: Revised June 2019

Summary/Objective

Work under the direction of the designated classroom teacher and adhere to Early Head Start/Head Start Performance Standards, program policies, and any/all applicable regulations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain child/staff ratios
- Participate in daily classroom activities as assigned by the designated supervisor
- Monitors bus as needed adhering to all transportation laws, regulations, and program policies
- Work with classroom staff to implement program goals and objectives.

Competencies

1. Attention to detail
2. Diversity/Inclusion
3. Ethics/integrity
4. Organizational understanding
5. Professionalism
6. Reliability

Supervisory Responsibility

This position has no supervisory responsibility

Work Environment

This position operates in a classroom environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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Position Type/Expected Hours of Work

This is a part time position. Days and hours of work are according to program needs

Travel

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

High School Diploma/General Education Degree

Preferred Education and Experience

None

Additional Eligibility Qualifications

None

Additional Requirements

Valid Kentucky driver’s license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

CEO: _____ Date: _____

CCO: _____ Date: _____

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

Employee: _____ Date: _____

Approved by Board of Directors on: _____