



**Position Title: Substitute Lead Teacher**

**Reports to:** Child Services Coordinator  
**Supervises:** Assistant Teacher assigned to classroom  
**Schedule:** Part Time: up to 20 hours/week  
Monday-Thursday 8:00AM - 3:00PM  
**Location:** TBD  
**Classification:** Non-Exempt  
**Pay Range:** Grade 07

**Summary**

To provide successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips). To develop effective partnerships with parents and provide in home instruction as well as group socialization experiences to parents and children.

**Duties and Responsibilities/Essential Functions**

- Supervise and monitor children at all times; respond appropriately to crisis or emergency situations that may occur. Develop and utilize integrated curriculum plans to fidelity. Adapt curriculum to address/meet individual goals for children. Develop and follow a consistent schedule.
- Assess individual and group needs, attending to special needs, specific interests, strengths and concerns.
- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Create and maintain respectful partnerships with families.
- Provide support to Family Advocate to assist with provision of high quality home visits and meeting Head Start requirements. Attend and assist with Family Events / Parent Committee meetings throughout the program year.
- Provide support in parent and child activities, including modeling that encourages developmentally appropriate activities for the changing needs of young children.
- Participate in ongoing recruitment of eligible children for the program, assist families with completing applications.
- Communicate frequently with other staff; promote teambuilding within the classroom / wing team; host team meetings; assist other staff in classroom with duties, including daily cleaning.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Directly supervises assigned staff to include monitoring attendance; approval of leave requests; hiring and training of assigned staff; planning and directing team's work; address complaints and resolve problems; complete performance evaluations.
- Perform all other duties as assigned by Supervisor and/or Executive Director.

**Education and Experience**

- Minimum of an Associate Degree (AA) in Early Childhood Education or related degree, prefer a Bachelor Degree; and other regulatory requirements as applicable.
- Preference for knowledge and experience in child development, education, health, nutrition, safety, and family dynamics, typically gained by at least one year of relevant work experience.
- Intermediate to advanced computer skills, including internet and e-mail. Experience in maintaining detailed records on a computer system and handwritten documents.

**Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Proof of a valid driver’s license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

**Physical Demands**

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 occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk. Be able to run after children in emergencies.
- Accompany children and participate with running, jumping, skipping, walking, swinging, etc.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear children at all times while in your care.

**Work Environment**

Employee will be located in a classroom as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date