



Community Action Committee of Pike County

Substitute Center Teacher

Position Overview: Early Childhood Programs Division of CAC. Responsible for the education, safety, and well-being of children enrolled in the Early Childhood Programs.

Qualifications:

In order of preference:

- Early Childhood Degree (BA) or a qualifying degree with experience teaching preschool children.
- Early Childhood Degree (AA) or a qualifying degree with experience teaching preschool children.
- Center Based Child Development Associate (CDA) Credential (Early Head Start only).

Preference:

- Preference given based on length of experience working with children under the age of six

Requirements:

- Complete all ODJFS/ODE licensing requirements for staff files as documented on prescribed forms including: physical exam and/or T-8 exam; updated immunizations; three references; a signed Statement of Non-Conviction form; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- Valid Ohio Driver's License, reliable transportation, and up-to-date proof of insurance.
- Be insurable under the agency's insurance policy.
- Must possess audio and visual skills to care for young children.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.
- Knowledgeable of Community Action Programs and local community resources.

Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Substitute Center Teacher	Department:	Early Childhood Programs
Job Level:	8 w/AA Early Childhood Degree (Part Year) 9 w/AA Early Childhood Degree (Full Year) 9 w/BA Early Childhood Degree (Part Year) 10 w/BA Early Childhood Degree (Full Year) 8 w/CDA (EHS Full Year Only)	Hours:	40 hours weekly (as assigned)
Supervisor:	As Assigned	FLSA:	Non-Exempt
Human Resources Director's Signature:	_____	Date:	_____
Employee Signature:	_____	Date:	_____
Employee Printed Name:	_____		
			October 2018

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- A signed Standards of Conduct Form.
- Valid Ohio Driver's License, reliable transportation, and up-to-date proof of insurance.
- Be insurable under the agency's insurance policy.
- Must possess audio and visual skills to care for young children.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.
- Knowledgeable of Community Action Programs and local community resources.
- Pre-employment drug and alcohol testing (CDL drivers).

Essential Job Functions:

Child Development/Health/Disabilities

- Supervise and monitor children at all times.
- Participate in regularly scheduled team meetings to plan and deliver collaborative services across all service areas.
- Respond appropriately to crisis or emergency situations.
- Assist in giving other center staff adequate time for breaks while maintaining staff/child ratio. Hours may vary from 5:45 am to 6:15 pm. Will be expected to substitute for other team members to ensure the provision of services and to maintain staff/child ratio.
- Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns.

- Develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote social, emotional, physical and cognitive development of children.
- Follow a consistent schedule, which includes small group and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open ended questions and listen respectfully.
- Establish weekly goals that promote individual and group education plans and include school readiness, safety, dental, nutrition, and mental health activities.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Document ongoing assessments according to School Readiness Goals, the Head Start Child Development and Early Learning Framework and Ohio Early Learning Developmental Standards.
- Accommodate therapists in the classroom as needed to develop a collaborative approach that benefits all children.
- Educate parents on the importance of prevention, early intervention and well child care. Shall encourage parents to provide documentation of well child visits. Emphasis shall be placed on ensuring that all required immunizations are up-to-date, dental and physical exams are completed and follow-up is obtained. Responsible for communicating health information to the Health/Nutrition Coordinator for tracking and follow-up purposes.
- Conduct daily health checks to ensure that children are free from communicable diseases.
- Adapt curriculum to address and meet individual goals for children as identified in the Individual Education Plans (IEP) and/or Individual Family Service Plan (IFSP) and assessment information.
- Provide support and assistance to families during the referral for evaluation process, which may include transportation to and from IEP, IFSP, and Transition meetings.

Parent, Family, and Community Engagement

- Encourage all aspects of family engagement; document all relevant contacts with parents on case notes.
- Provide other support as necessary, including transporting families on an emergency, limited basis.
- Assist parents in assuming the role of their child's first teacher to maximize the potential for each child's optimal growth and development. Assist parents in advocating for their child's needs with other community agencies and during transition between programs.
- Encourage volunteerism and attendance to all parent involvement activities and provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Communicate regularly with parents, regarding each child's progress.
- Conduct required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and education strategies at school and at home.
- Notify Family Services Coordinator or designated staff if a family needs or requests special resources or services.

Program Design and Management

- Complete all required tracking of information and documentation regarding home visits, attendance records, screening summaries, social service paperwork, reports and all other essential records required by the program in a timely and comprehensive manner.
- Ensure general maintenance and security of facility and assist in inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Participate in program planning and on-going monitoring including the Program Self Assessment, Program Plans, Strategic Plan, etc.
- Shall possibly be named as center administrator for licensing purposes and meet with licensing representative as needed.

Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

- Participate in recruitment and enrollment as necessary to ensure that full enrollment is maintained.

Transportation

- Must be willing to complete van/CDL pre-service training and obtain certification as prescribed by goals set forth in Professional Development Plan (PDP). (Must be 25 years of age and be covered by agency insurance to drive agency vehicles with clients.)
- Drive safely at all times and follow all Ohio Laws, Regulations, and CAC Agency Policies.
- Secure all children in safety harnesses or car seats.
- Complete all necessary driving duties and paperwork.

Center Teacher w/CDL

- Be available to drive the school bus when needed.
- Complete a 4 hour annual in-service training including the 2 hour annual ODJFS Ohio Pre-service Driver Curriculum Training.
- Comply with all Department of Transportation regulations on drug and alcohol screening.
- Comply with the CDL recertification process. Shall obtain a bus driver (T8) physical each year upon the request by supervisor.

Center Teacher with Van Certification

- Complete a 2 hour annual ODJFS Ohio Pre-service Driver Curriculum Training.
- Shall obtain a van (T8V) physical each year or upon request by supervisor.

Accountabilities:

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program.
- Must handle confidential information in accordance with agency policy.
- Adhere to all agency safety policies and procedures.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form and/or traffic offenses that could affect agency insurance coverage.
- Is aware that social networking sites are banned during work time unless they are program specific.
- Must be willing to engage in professional development efforts, including occasional overnight stays, as available to the position and requested by supervisor.

Non-Essential Job Functions:

- Committee assignments.
- Responsible, along with other staff, for keeping center, office, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

The mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.