

UMATILLA-MORROW COUNTY HEAD START, INC.

POSITION DESCRIPTION

SUBSTITUTE TEACHER'S AIDE

Supervisor: Teacher

Terms of Employment: Upon Availability

Job Goal: To contribute to the overall effectiveness of the teaching team by assisting the teachers with planning, implementing and evaluating school activities.

Essential Responsibilities:

1. For all substitutes
 - a. Be prompt and dependable
 - b. Meet with teacher to plan and discuss the day's events.
 - c. Listen and talk with children
 - d. Comfort injured or sad children.
 - e. Assist the children with mealtime duties, (setting table, serving, eating and cleaning up).
 - f. Participate in large and small group activities and routines, offering individual attention when needed.
 - g. Play with children during free choice and outdoor time.
 - h. Consult with the teacher to gain an understanding of acceptable methods for handling discipline concerns.
 - i. Assist the children in their daily routines, (hand washing, tooth brushing, coat zipping, etc.)
 - j. Keep all classroom matters confidential.

Qualifications:

1. The ability to relate to children and perform tasks dealing with children.
2. Communicate effectively with teachers and other volunteers.
3. Substitutes working over 4 hours a week must have a TB screen. Substitutes with respiratory and skin infections, or other types of communicable diseases should not have contact with children.