

- Monitor and report child abuse/neglect as a mandated reporter.
- Advocate for MCCC programs.
- Encourage parents' participation in all aspects of the program.
- Maintain confidentiality of staff and family information.

Secondary Functions:

- Assist with breaks, bus monitoring and other classroom needs as requested.
- Share general housekeeping duties of the classroom before, during, and after classroom hours, including snow removal as needed.
- Assist with the meal and snack preparation as needed, providing head counts to kitchen staff.
- Assure general maintenance, safety and security of facility.
- Other duties and special assignments as assigned.

Job Scope:

Work is generally recurring with occasional variations from the norm. Job complexities are a result of the varying rates of development of young children and require the ability to make independent decisions. Position operates under a moderate level of supervision. Decisions are made within the scope of MCCC guidelines and the Federal Head Start Performance Standards. Errors in work can negatively affect a student's development and the reputation of MCCC within the community.

Supervisory Responsibility:

Position is not supervisory in nature, but incumbent may provide guidance/influence to volunteers, parents, teacher assistants, kitchen staff, bus monitors and drivers.

Interpersonal Contacts:

Contacts are most often with small children, parents and other staff. The Substitute Teacher initiates the majority of the communication, which is generally face-to-face. Communication often contains confidential, sensitive information including health, behavioral or other personal data.

Specific Job Skills:

- Ability to present educational materials in front of a classroom.
- Knowledge of community resources for children and parents.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Ability to use other office/classroom equipment such as a phone, copier, computers, calculator and fax machine.
- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to use self-control, independent judgment and make decisions providing a supportive, social-emotional climate for children.

- Ability to maintain confidentiality and use discretion when appropriate.
- Record keeping and organizational skills.
- Excellent written and verbal communication skills.
- Appreciation for and flexibility in dealing with diversity.
- Ability to maintain the safety of the environment and children through visual, auditory, and smelling senses; knowledge and ability to implement safe bodily fluid handling practices.
- Ability to work and communicate with small children at their “close-to-the-ground level,” which may include sitting on the ground, crawling and using child-size chairs.
- Position requires continuous standing, walking, stooping, fingering, talking, hearing, and repetitive motions of hands/wrists/feet. Frequently requires reaching, bending kneeling, grasping and handling. May have to run quickly after children and walk over uneven ground.
- Ability to occasionally lift or move a child or classroom equipment, up to 50 pounds.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to respond to emergencies and/or non-standard situations both physically and mentally.
- Ability to effectively communicate with individuals speaking other languages preferred; Bilingual and bi-literate a plus.

Education and/or Experience:

- Requires High School Diploma or equivalent; degree in Early Childhood Education or related field preferred.
- Experience working directly with young infants, toddlers and/or children; minimum two years preferred.
- Current Infant/Child CPR and First Aid certifications preferred.
- Food Handler’s Permit required when assisting with meal service.

Job Conditions:

Classroom work takes place during daytime hours indoors and outside as weather permits, and includes constant standing. Exposure to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids.

First Level Supervisory Approval

Second Level Approval