

Job Posting

Position: Head Start Classroom Substitute

Position Summary: The Head Start Classroom Substitute is responsible to assist in the planning, implementation, and organization of daily experiences for children. The Head Start Classroom Substitute is to promote parent involvement and maintain documentation regarding the progress of children, contact with families, and classroom activities. The Head Start Classroom Substitute is responsible to assist the Classroom Teacher with various duties to maintain a safe, clean, and healthy environment. The Head Start Classroom Substitute shall function in a professional manner at all times and conduct activities to ensure compliance with Head Start Performance Standards.

Qualifications and Expectations:

- High School Diploma or equivalent required.
- Minimum of 6 months experience working in an early childhood setting preferred.
- Must possess good organizational skills involving consistency, flexibility and structure.
- Must have excellent verbal and written communication skills, have an understanding and awareness of the needs of low-income families, and be sensitive to individual differences.
- Must have good physical and emotional stamina.
- Must have the ability to lift / carry up to 50 pounds.
- Must work with all staff and families in a professional manner. Must be able and willing to accept and share additional responsibilities to achieve team goal.
- Must demonstrate an appropriate professional demeanor and appearance at all times.

Pay Rate: \$11.34 per hour

Work Schedule: Monday through Thursday daytime, as needed.

Qualified applicants should submit a resume to Human Resources, P.O. Box 768 Lancaster, Ohio 43130.