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HIRING !!!**



Family Service
SUPPORT. STRENGTHEN. SERVE.

Date posted: 4/05/19

Date closed: 5/05/19

Or when filled

Job Title	Classroom Support Substitute
Requisition Number	2019-0038 A-B
Department/Program	Headstart
Location	Various locations
Position Type	Full-Time/ Non-Exempt/10 month
Work Days/Hours	Monday – Friday-hours vary
Pay Rate	\$8.55 per hour
Job Summary	<p>Classroom Support Substitute works in collaboration with center staff to greet parents, assist the Head Start Teacher in delivering the classroom curriculum in accordance with Head Start Program Performance Standards, licensing minimum standards, and guidelines as well as agency standards. The Classroom Support Substitute is responsible for the care and supervision of children in accordance with Head Start Program Performance Standards, licensing minimum standards, and agency standards. Ensures that the classroom is one in which children are aware of expectations, provided with rules and maintain consistency, build a positive relationship with the children which focuses on positive communication, appropriate physical proximity, respect and positive discipline, guidance, maintain child/stff ratios, and greet parents: help with kitchen and snack duties. He/She is responsible for following Head Start Program Performance Standards, licensing minimum standards, and guidelines as well as agency standards and protocols with a focus on safety and promoting a positive experience for the children, and is a positive role model to all children. Maintains supervision of children and within Head Start Program Performance ratios at all times. The Classroom Support Substitute I will be required to assist in various Head Start classrooms and/or centers as assigned, and moves from classroom to classroom, center to center and/or Community Based as needed and directed.</p>
Competencies & Skills	<p><u>Achievement Focus:</u></p> <ul style="list-style-type: none"> • Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals. <p><u>Adaptability:</u></p> <ul style="list-style-type: none"> • Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation. <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> • Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.
Qualifications & Experience	<p><u>Required</u></p> <ul style="list-style-type: none"> • High school diploma or GED. • Working with children in a child care setting. • Current pediatric CPR and First Aid Certification. <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Previous experience with trauma informed care practices. • Fluent in English and Spanish (read, write, and speak).

Interested applicants should send resume/application to:

Recruiting@family-service.org

(Please include **Job Title** and **Requisition Number** in correspondence)

Equal Opportunity Employer