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| **Job Title:** | **Traveling Classroom Substitute**  |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Site Supervisor and Site Manager** |
| **Level:** | **EC** |
| **Supervises:** | **NA** |
| **FLSA Status:** | **Non-Exempt**  |
| **Prepared by:** | **Site Manager** |
| **Date:** | **Dec 28, 2021** |
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| **Purpose:** To promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. |
| **Position Objectives:*** Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/CACFP/MDE Requirements, and NMCAA Personnel Polices.
* Act in a manner that is conducive to the welfare of children.
* Ensure facilities are conducive to the welfare of children.
* Travel between designated sites, according to daily need.
* Travel from site to site to participate in the program as a substitute.
* Share in the responsibility of managing the center as directed.
* Ensure appropriate care and supervision of children at all times.
* Develop, implement, and evaluate program and center policies as directed.
* Administer day-to-day operations, including being available to address parent, child, and staff issues.
* Participate in child assessment and the planning, implementation, and evaluation of the classroom program as directed.
* Provide remote services when necessary, to support children and families in a home environment.
* Team with the Family Engagement Specialist to facilitate family engagement activities.
* Monitor staff and conduct employee performance reviews for each staff member as directed.
* Consider opportunities to participate in setting program goals and committing to making progress on an ongoing basis.
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| **Essential Functions:*****Eligibility Recruitment Selection Enrollment & Attendance*** * Team with HS Recruitment and Health Specialist to recruit and select eligible children ensuring full enrollment.
* Monitor daily attendance as directed. Contact families when child attendance is below 85%. If needed, create an Attendance Success Plan for families needing more support.
* Team with others to provide orientation for each newly enrolled child.

***Education and Child Development**** Provide a developmentally appropriate classroom environment using the Creative Curriculum, School Readiness Goals, Early Learning Outcomes Framework, Classroom Assessment Scoring System (CLASS), and Preschool Quality Assessment (PQA).
* Conduct child developmental screenings within 45 days of enrollment and GOLD assessments 3 times a year as directed.
* Provide clear behavioral expectations and use effective methods to prevent and redirect behavior using Conscious Discipline guidelines.
* Utilize the Classroom Support Plan to identify a course of support for challenging behaviors.
* Use data and child outcomes from Teaching Strategies GOLD assessment reports. Teaching team and parent input are to be used for weekly lesson plans, IEPs, and individual and group planning.
* Observe children and enter online objective anecdotal notes based off of the GOLD developmental expectations as directed.
* Must adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct.
* Prepare and distribute monthly newsletters that include center news/events, how to access current NMCAA job openings, and information on child development with a focus on family literacy as directed. Attach a calendar that lists family engagement opportunities.

***Health**** Provide a safe and healthy classroom environment utilizing provided checklists to monitor compliance, including the Safe Environment Checklist.
* Partner with the Facilities Coordinator to ensure facilities are kept safe through an ongoing system of preventative maintenance.
* Implement emergency procedures and safety protocols.
* Implement appropriate Active Supervision practices to keep children safe during all activities, including indoor and outdoor supervision of children at all times.
* Follow plans for specific health care needs and food allergies, including administration of medication procedures.
* Maintain procedures and systems to ensure children are only released to an authorized adult.
* Submit appropriate reports concerning incident, accident, injury, illness, death, and fire occurrences.
* Ride the bus when needed to meet State of Michigan Licensing Rules for Child Care Centers and Head Start Program Performance Standard requirements.
* Follow requirements for handwashing procedures, communicable disease reporting, and the Cleaning, Sanitizing, and Disinfecting Guidance.
* Follow the Staff and Volunteer Mandated Reporting Policies.
* Support completion of child health requirements.
* Follow mental health referral procedures for both children and families.
* Implement the mental health plans put into place by the mental health professionals for the children and families.
* Follow USDA/CACFP/MDE requirements, NMCAA Head Start Nutrition Plan, and Head Start Program Performance Standards.
* Follow menu guidance and nutrition analysis feedback.
* Sit with the children during mealtimes, share the same menu, and engage them in conversations.
* Pass the iPad from table to table during mealtime to indicate the child’s attendance for that meal.

***Family and Community Engagement**** Plan and implement transition activities for the child and family in preparation for the child’s next school setting as directed.
* Develop relationships with other professional agencies and area schools.
* Attend curriculum and advisory meetings to partner with area schools.
* Encourage and mentor families to participate in their child’s education.
* Educate families about developmentally appropriate expectations for preschool age children.
* Share safety and injury prevention tips and household safety checklists with families.
* Provide home visits and parent teacher conferences using the Child and Family School Readiness Plan as directed.
* Build collaborative partnerships with families to establish mutual trust and identify family needs, strengths, necessary services, and other support.
* Work with assigned families to develop school readiness goals and family plans. Review progress of the goals and plans throughout the year.
* Mutually identify family needs and link to NMCAA programs, community resources, service providers, and health care systems to problem solve barriers.
* Team with the Family Engagement Specialist to facilitate family engagement activities.

***Services for Children with Disabilities**** Develop and implement an IAP (Individualized Action Plan), as needed, to meet identified child goals and objectives based on Individualized Education Plans (IEP’s), DECA’s, and/or child assessments as directed.
* Follow special needs referral procedures for children and families.
* Guide parents through the ISD referral process, attend IEP’s, and advocate for securing services for the child as directed.
* Individualize lesson plans and home visits according to IEP goals.
* Attend local ISD MTSS/Building Block meetings.

***Record Keeping**** Participate in the preparation, collection, aggregation and analyzation, use, and sharing of data.
* Use provided guidance and checklists, including the What’s Due When, regarding due dates and timelines.
* Document all family contacts according to program procedures.
* Monitor curriculum and food allotments.
* Partner with the Business Office and Site Supervisor to maintain receipt and packing slip compliance.
* Utilize the ChildPlus system.
* Maintain an Outlook calendar that is accessible to staff.

***Personal and Professional**** Maintain professional and personal confidentiality.
* Utilize the payroll system to meet employment requirements.
* Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
* Maintain an Employee Center File, including employee health requirements and certifications.
* Participate in professional growth opportunities, including obtaining at least 24 hours of training each year, following Head Start, State of Michigan Child Care Licensing, and Great Start to Quality requirements. Maintain up-to-date records on MiRegistry.
* Write a Professional Development Plan and follow through with the goals throughout the school year.
* Complete the GOLD reliability on the Teaching Strategies website by the first GOLD checkpoint and receive a certificate of attaining reliability as directed.
* Meet on a regular basis to recap job requirements and professional development with Site Supervisor and Education Coach.
* Attend all required trainings, meetings and recaps, on time, prepared and ready to participate.
* Implement new ideas and mentor staff using supervisory/coaching feedback.
* Report to LARA within 3 business days after an arraignment or conviction of 1 or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers.
* Perform other related duties as assigned by supervisor.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Cooperation and feedback from families and colleagues.
* The ability to represent NMCAA professionally in service to families and the larger community.
* Performs job duties in accordance with agency policies and procedures.
* Adheres to NMCAA employee performance review expectations based off the Cornerstones of Culture, Working Habits, Job Performance, and Personal Goals.
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| **Education:****Minimum Education:*** + Head Start assistants must have a CDA credential, be enrolled in a CDA credential program that will be completed within two years from the date of hire, have an associate or bachelor’s degree (in any area), or be enrolled in a program leading to such a degree.

**Additional Qualifications Required:*** + Be at least 18 years of age.
	+ Pass a comprehensive background check.
	+ Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination).
	+ Be suitable to meet the needs of children.
	+ Must adhere to mask and vaccine requirements.
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| **Minimum Experience:*** Experience working in a team environment.
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| **Essential Abilities:*** Demonstrate sensitivity and understanding when working with children and families.
* Commitment to the NMCAA Mission and Vision.
* Commitment to the Program Philosophy.
* Adhere to and promote the Cornerstones of Culture.
* Maintain confidentiality.
* Interact positively with colleagues and clients in a non-judgmental, tactful, and courteous manner.
* Suggest innovative approaches in completing job responsibilities.
* Work openly and cooperatively as a team member.
* Ability to plan, organize and prioritize.
* Willingness to seek further training and education.
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| **Minimum Skills Required:*** Effective written and verbal communication skills.
* Basic computer skills and experience with internet access, web-based software, e-mail, and knowledge of office equipment.
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| **Minimum Physical Expectations:*** Physical activity that requires lifting of 50 lbs. or more.
* Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting.
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| **Minimum Environmental Expectations:*** Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
* A large amount of driving is required.
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