

Five Sandoval Indian Pueblos, Inc. Position Classification and Description



POSITION TITLE: Substitute-Floater
CLASSIFICATION: Non-Exempt
DEPARTMENT: Head Start Program
SUPERVISOR: Head Start Administrator/Director
GRADE: NE-3

JOB SUMMARY: Assists the classroom teacher with the implementation of age appropriate, multi-cultural and anti-biased curriculum that will meet the needs of an assigned group of children and/or assist the cook with the implementation of preparing nutritious meals for the children and staff.

DUTIES & RESPONSIBILITIES: *** This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate supervisor and/or program director.*

1. Assist the classroom teacher in implementing the program for children in accordance with the policies and philosophy of the center.
2. Will participate in children's work/play and help guide children in learning self-help skills.
3. Assist classroom teacher with curriculum that respects the needs of individual children.
Skills required:
 - a. consider the children's interests, disabilities, special talents and individual style and space of learning.
 - b. consider the individual in relationship to their cultural and socioeconomic background.
 - c. help children to become aware of their roles as integral members of the group.
 - d. assure children are treated with dignity and respect.
4. Assume an equal share of the joint housekeeping responsibilities of the staff to ensure health and sanitation guidelines are met.
5. Complete all tasks on the daily opening/closing checklist as appropriate for scheduled shift.
6. Plans and prepares meals in accordance with the New Mexico and USDA CACFP requirements.
7. Maintains established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintains an orderly, sanitary and safe kitchen.
8. Delivers food from the kitchen to the tables ready to be served as suitable for the children's age and development.
9. Maintain cost control, budget and inventory systems based on CACFP procedures including records of food production, service and attendance.
10. Participates in all safety drills such as fire drill, emergency evacuation drills and/ or lock down.
11. Attend all required staff meetings and other meetings and events planned by the program.
12. Engage in continuing education and professional development activities such as trainings, workshops, and classes to gain additional qualifications.
13. Performs other duties as assigned by immediate supervisor and/or program director.

OTHER RESPONSIBILITIES:

1. Must participate in a minimum of 45 hours of recommended training programs, conferences, courses and other aspects of professional growth.
2. Required to attend all monthly staff meetings, trainings and events as planned and scheduled.
3. Assist with public relations events sponsored by the Program/Center.

JOB CONDITIONS:

1. Must be in good general health and free from communicable illness or disease and serious physical and mental problems including, but not limited to abuse of children, and excessive use of alcohol or other drugs.
2. Respect and maintain rights and privacy of all staff, parents, and children.
3. Know proper lifting techniques and be able to lift and carry up to 50 pounds when necessary.
3. Able to respond quickly to children's needs and emergencies.
4. Must be flexible in work schedules to help meet required teacher to child ratios in classrooms.
5. Required to work occasional overtime to meet teacher to child ratios in classrooms.
6. Capable of enduring variable outdoor temperatures and working conditions.
7. Work as a team member with all staff and maintain a positive work ethic.

EMPLOYMENT REQUIREMENTS:

1. Provide TB screening clearance upon hire, and annually thereafter at employee's expense.
2. Provide a basic physical within thirty (30) days of hire and as required thereafter at employee's expense.
3. Must pass state and federal criminal records background check for convictions of violence or moral turpitude as defined by MOA Childcare Licensing Code at the employer's expense.
4. Must have current adult/pediatric CPR and First Aide training upon hire and renewed as required at employee's expense.
5. Must provide a current Food Handlers Certification and renew as required.
5. Able to provide own reliable transportation to meet work schedule and job duties and responsibilities.

REQUIRED QUALIFICATIONS:

1. At least 18 years of age.
2. High School Diploma or GED
3. Poses good oral and written language skills.
4. Ability to communicate in cross-cultural situations.
5. Personal computer word processing skills and perform general/basic math skills.

PREFERRED QUALIFICATIONS:

Minimum

1. High School Diploma or GED
2. or AA in Early Childhood Education, or a related field.
3. Previous experience in a large-scale food production operation a plus. Ability to work independently. Knowledge of quantity food preparation, equipment, and food purchasing.
4. Previous experience in a Early Childhood Educational learning that advance children's intellectual, emotional, social and physical development within a safe, healthy learning environment.