



Rock Island-Milan School District #41

JOB DESCRIPTION
Head Start Classroom Substitute

POSITION INFORMATION:

POSITION TITLE	Head Start Classroom Substitute
DATE CREATED/AMENDED	January 2024/February 2026
DEPARTMENT	Head Start
LOCATION	Horace Mann Early Learning Center or other assigned district location
FULL-TIME/PART-TIME	Substitute
APPOINTMENT TERM	Substitute
FLSA: EXEMPT OR NON-EXEMPT	
REPORTS TO: TITLE of POSITION SUPERVISOR	Director of Early Childhood Programs & Education Manager
SALARY/HOURLY RATE	\$110 - Per Day (whole day) \$55 Per Day (½ day)

POSITION SUMMARY INFORMATION:

An Assistant Teacher is expected to assist in providing responsive care, effective teaching, and an organized learning environment that promotes healthy development and growth aligned with the Head Start Early Learning Outcomes Framework, The Creative Curriculum, and Conscious Discipline.

Head Start Assistant Teachers, at a minimum, must have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, be enrolled in a program that will lead to an associate or baccalaureate degree, and be enrolled in a CDA credential program to be completed within two years of the time of hire.

Functions and Responsibilities:

Instructional Development:

- Assist in emphasizing nurturing and responsive practices, interactions, and environments that foster trust and emotional security.
- Assist in focusing on promoting growth in the developmental progressions described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, as well as supplemental curricula.
- Integrate child assessment data in individual and group instruction.
- Assist in providing developmentally appropriate learning experiences in language, literacy, social

and emotional development, math, science, social studies, creative arts, and physical development.

- Recognize bilingualism and biliteracy as strengths and implement research-based teaching practices that support their development.
- Facilitate opportunities for teacher-directed and child-initiated activities, active and quiet learning, and individual, small-group, and large-group learning.
- Supports the delivery of a comprehensive child development program through a culture of safety designed to provide children with a full range of developmental experiences.

Classroom Environment and Organization:

- Assist in maintaining well-organized learning environments with developmentally appropriate schedules, lesson plans, and indoor and outdoor learning experiences that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory, and motor experiences.
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- Complete assigned custodial duties to maintain a safe and orderly classroom.

Professional Development and Collaboration:

- Complete at least 15 hours of annual professional development in addition to initial training requirements and certifications.
- Demonstrate the ability to communicate openly and professionally with the lead teacher.
- Demonstrate a willingness to support the agency's goals.
- Participate in staff meetings, training sessions, conferences, workshops, parent involvement activities, and other professional activities.

Family and Community Engagement:

- Assist with recruiting families and children for eligibility in the Head Start program.
- Work with Social Service staff to engage parents and encourage family participation in the program.
- Make provisions for being available for home visits or conferences as needed.

Administrative and Reporting:

- Assist with agency reports and documentation with accuracy and punctuality.
- Use correct grammar, spelling, and punctuation in all written communication.
- Demonstrate knowledge of technology skills, including entering data, accessing the Internet, and producing reports.
- Maintain confidentiality of all records and information related to the program, staff, and students.

Professionalism and Conduct:

- Demonstrate professionalism at all times. Professionalism includes, but is not limited to: good personal hygiene, neat appearance consistent with dress code, reliability, respect for others, and commitment to the children and families of our program without bias.
- Demonstrate emotional maturity when working with children while maintaining composure.
- Maintain good physical and mental health with the ability to lift 25 pounds. Physical demands include sitting on the floor, standing, bending, and moving with children.

- Must have access to reliable transportation. If staff have their own vehicle, a valid driver's license, and insurance must be provided annually.
- Perform other duties as assigned.

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a minimal-temperature environment with generally hazard-free conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date