

**NORTHWEST MONTANA HEAD START  
KALISPELL, MT 59901**

<b>Title</b>	<b>Substitute Teacher</b>
<b>Supervisor</b>	<b>Ed. Manager</b>
<b>Wage</b>	<b>Hourly (non-exempt)</b>

**Required Qualifications**

1. High school diploma or GED.
2. Ability to lift 50 pounds.
3. Must have no prior convictions of physical or sexual abuse of children.

**Preferred Qualifications**

1. Pre-school CDA or higher degree in education.
2. Experience with children age 3-5 years old in Head Start, pre-school, or day care settings.
3. Current First Aid and CPR certification.

**Substitute Teacher Aide Duties and Responsibilities**

1. Under the direction of the teacher, assist with children in the classroom.
2. Adhere to agency policy on positive discipline.
3. Ensure that no child is ever left unattended and that two adults are in the vicinity of the children whenever possible, inside and outside.
4. Follow USDA and Head Start guidelines during meals and cooking projects.
5. Report any special needs of children to the teacher in a timely manner.
6. Take direction as presented by supervising teacher.

**Substitute Bus Aide Duties and Responsibilities**

1. Under direction of bus driver, assist with child pick up and drop off.
2. Follow proper procedure for custody of children.
3. Safely assist children on and off the bus when arriving at stops and center.
4. Assist children with seat belts and restraints to ensure that all children are secure.
5. Assist the bus driver in counting children so that no child is left unattended or on the bus at the end of the run.
6. Permit only authorized children or adults to board or ride the Head Start vehicle.
7. Use bus radio in a professional manner for business purposes only.
8. Assist bus driver in documentation of bus accidents or incidents.
9. Learn to stop, shut off, and secure vehicle if there is an accident and/or driver becomes incapacitated.
10. Discuss evacuation procedures with bus driver prior to first bus run and be familiar with evacuation protocols.
11. Follow proper procedures when transporting medication.

**General Requirements**

1. Submit verification of an MMR immunization if born after 1956.
2. Complete TB Screening upon hire and test if indicated.
3. Sign a release authorizing a criminal background check with an appropriate agency.
4. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.
5. Support the goals, objectives, mission, and vision of Northwest Montana Head Start.
6. Sign a confidentiality agreement and adhere to the agency's confidentiality policy.
7. By signing this job description agree that you understand where to access program policies and procedures and are responsible for adhering to them.
8. Maintain professional boundaries with families and staff.
9. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
10. Other duties as assigned.

---

*Substitute Employee Signature*

*Date*

