

# MountainHeart Job Description

**Job Title:** HS/EHS Substitute  
**Department:** Head Start and Early Head Start  
**Reports To:** Family and Community Partnership Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 1

**Summary:** Provides support for Head Start and Early Head Start; and performs related duties as assigned.

**Essential Duties and Responsibilities:**

- Perform substitute duties providing coverage in classrooms including teaching, cooking and bus aide duties when needed.
- Travel required performing regular job duties and/or training.
- Ability to communicate with families in a warm and caring manner.
- Maintain confidentiality at all times.
- Other duties as assigned.

**Supervisory Responsibilities:**

This position does not have supervisory duties.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

High school diploma or equivalent preferred with food handler's card, annual physical with initial tine test, CPR/First Aid certification, obtain Child Development Associate (CDA) credential in different areas (first within one year), OSHA training and must be bondable.

Must have valid driver's license, dependable transportation with minimum automobile insurance. Clear criminal background and maltreatment APS/CPS check and physical exam every two years with an initial Tine test. Must follow all State and Federal regulations.

**Language Skills:**

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Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate effectively with staff, parents, and professionals.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Employee Signature

Date