



"Established to provide support services that improve the community and encourage self-reliance."

Position Description

TITLE	Substitute
REPORTS TO	Site Manager
POSITION CLASSIFICATION	Temporary, Non-Exempt
	<input checked="" type="checkbox"/> Community Action <input type="checkbox"/> Ventures Cleaning
POSITION SUMMARY	
Responsible for assisting staff within the Child Services Section. Incumbent will assist teaching and/or cooking staff.	
SKILLS & EDUCATION REQUIREMENTS	
<p>Minimum High School Diploma or equivalent. Individual must be able to satisfactorily perform duties and;</p> <ul style="list-style-type: none"> • Effectively communicate both orally and in writing; • Cooperate successfully as a member of a team; • Possess good organizational skills, with sensitivity to details; and • Have knowledge of computer operations, and possess skills preferably with MS Office. 	
ADDITIONAL JOB REQUIREMENTS	
<ul style="list-style-type: none"> • Must be philosophically compatible with the mission of PACE. <p><u>Childcare Requirements</u></p> <ul style="list-style-type: none"> • Free from Child Abuse and Neglect • Annual TB test • Pre-employment drug test & physical examination certification • Physical examination recertification every two years 	
ESSENTIAL DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • Acquire knowledge of company-administered services. • Fulfill tasks of absent staff. • Assist with safe supervision of children, and promote positive relationships. • Insure a clean, safe and organized work environment. • Work closely with staff to provide for the needs of children in compliance with Head Start Performance Standards. • Attend all assigned training and meetings. • Comply with company, state and federal regulations. 	
PHYSICAL/MENTAL DEMANDS	

Requires sitting, standing, stooping, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. Consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the company and in a culturally diverse environment.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.

Our company reserves the right to modify job duties at any time. This document is not an employee contract.

I may be required to undergo a drug screen, and I hereby authorize any medical professional to furnish information on me as necessary in conjunction with that screening and related considerations.

Signature

Date

PACE is an Equal Opportunity Employer
Our programs and services are designed to EDUCATE, EMPOWER & IMPROVE