

**BEAUFORT JASPER EOC  
HEAD START PROGRAM  
JOB DESCRIPTION**



|  |                                     |                              |
|--|-------------------------------------|------------------------------|
| <b>POSITION TITLE</b><br>Substitute          |                                     | <b>STATUS</b><br>Non-Exempt  |
| <b>COMPONENT</b><br>Education/Transportation | <b>SUPERVISOR</b><br>Center Manager | <b>PROJECT</b><br>Head Start |

**GENERAL RESPONSIBILITY:**

Substitutes assist in ensuring the care and education of a group of children as part of a teaching team

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in conducting a minimum of two home visits and two parent conferences per year.
2. Assists in developing lesson plans and the implementation of these plans in the classroom.
3. Assists in conducting assessments and observations of the children.
4. Assists in coordinating the paperwork flow between home and Head Start.
5. Maintain a professional behavior at all times.
6. Maintains a clean, safe, and orderly classroom and playground area.
7. Assist in the transportation of children to and from Head Start centers efficiently and safely.
8. Ensure that all passengers wear seat belts and are placed in appropriate (age or weight) car seats and belted. Seat belts are in place and orderly.
9. Perform daily sign on & sign off sheets accounting by name all children getting on and off the bus.
10. Ensure that each child is delivered to the care of a responsible adult upon leaving the bus.
11. Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
12. Visually observe the health of each child on the bus.
13. Coordinate the paperwork flow between homes and Head Start sites
14. Attend staff meetings as required.

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

**QUALIFICATIONS:**

- Child Care Experience.
- High School Diploma.
- A valid South Carolina Driver’s License.