



**Head Start/State Preschool Program  
Child Development and Family Services  
224 S. Main Street  
Bishop, CA 93515**

**Position Announcement**

**Preschool Substitute**

**Objective:** *To work as a member of the Primary Care team on an **as needed** basis, in providing daily, appropriate, safe and child/family-focused child development services in a center-based setting according to the Head Start Performance Standards, Community Care Licensing, California Exemplary Program Standards and National Best Practice Standards. Preschool Substitute Teacher reports to **Lead Teacher/Site Supervisor.***

**Duties and Responsibilities:**

- **Maintain Effective Working Relationships with Children, Parents, Staff and Community Members:** Participate as Primary Care Team member; maintain confidentiality; encourage team work; support other team members; demonstrate active listening skills, positive communication and conflict resolution strategies; and act as an advocate for Head Start within the community
- **Daily Participation in Classroom Activities:** Help implement appropriate lesson plans; prepare for activities; set-up activity centers; interact with children; and clean as necessary. Participate in a planned daily schedule that includes small & large group times, free choice activity centers and mealtimes.
- **Regular Communication and Planning with other Primary Care Team Members:** Participate in daily teacher meetings to review the day, discuss individualization, parent contacts, child concern, the next day's plan and current referrals
- **Other Duties as Assigned:** Duties may include supporting Agency staff in activities necessary to support IMACA operations.

**Minimum Required Qualifications:**

- Must be 18 years of age or older
- Ability to recognize and effectively respond to the physical, intellectual, and emotional needs of preschool children
- Excellent communication skills with the ability to communicate effectively with a culturally diverse population
- Pass fingerprint/criminal background check and have clearance records filed with the State Department of Social Services and Community Care Licensing
- Be in good health and pass all medical requirements (TB skin test or chest x-ray, basic physical)

**Preferred Qualifications:**

- Child Development Associate Teacher Permit or Alternative Qualifications
- Bilingual (Spanish/English)
- Knowledge of the Head Start Program and familiarity with Head Start Performance Standards Licensing
- Knowledge of the State Preschool programs

**PHYSICAL DEMANDS:**

The physical demands described 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 sit, talk and hear; use hands to finger, handle or feel. The employee is regularly required to stand, stoop, twist, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate to loud.

<b>Position Title:</b>	Preschool Substitute
<b>Program:</b>	Head Start/State Preschool
<b>Location:</b>	Any or All Locations: (Mammoth Lakes/Bishop/Lee Vining/Lone Pine/Coleville)
<b>Position Classification:</b>	Grade B, 1, 2 – Non-exempt
<b>Time Base:</b>	As needed
<b>Starting Salary</b>	\$10.09
<b>Benefits</b>	N/A

**To apply submit materials outlined below to:**

IMACA Personnel, 224 S. Main Street, Bishop, CA (in person) or by mail to: P. O. Box 845, Bishop, CA 93515

**Position is Open Until Filled**

**Applications should include:**

1. a completed IMACA application form (required)
2. a brief letter describing your interest in the position, including how your skills meet the job responsibilities (optional)
3. a résumé (optional)

**For questions or additional information, please contact 760.873.8778 or [hr@imaca.net](mailto:hr@imaca.net)**

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