

General Guidelines for Shasta Head Start Substitutes

Supervision and Scheduling:

- All Substitutes are scheduled by a Team Supervisor, and directly supervised by the HT/SS at their home center location.
- Substitutes are 40 hours per week, 52 weeks per year employees and will be scheduled to work 8 hours per day.
- Each Substitute will be assigned to a Home Center, where they will work on days they are not scheduled to cover at another center.
- Every effort is made to schedule sub requests ahead of time, however; this is not always possible, and Substitutes may receive calls after 7:15 am to change their location for the day.
- If a Substitute receives notification from the Subline via voicemail or text, they **MUST** reply to confirm the time and location they are needed.
- If a Substitute is unable to work, the Substitute will call/text their direct supervisor as soon as possible, but no later than 7:00 am and leave a message stating that they are unable to work. The direct supervisor will in turn notify a Team Supervisor. The Team Supervisor will notify the Subline and the center of the Substitutes absence.
- Since SHS Substitutes are full-time regular employees, Substitutes must follow all PTO, Sick Leave, Absence, and Tardy policies, as written in the SHS Personnel Policies.
- Substitutes should make every effort to check their email daily, to stay on top of agency correspondence and information.

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Working at Centers:

- Clothing should be modest, functional, and a good representation of Shasta Head Start (See Personnel Policies). Substitutes will wear SHS provided smocks in the classrooms.
- When arriving at the center, Substitutes will introduce themselves to the staff and ask for the Head Teacher/Site Supervisor or the supervisor in charge for the day. The Head Teacher/Site Supervisor, Teacher, or Primary Caregiver will be the Substitutes supervisor for the day. The supervisor for the day will give specific details regarding each site/classroom and the position the Substitute will be covering.
- Substitutes will receive the On-Site Child Supervision Training the first time they report to each center and prior to working in the classroom with children.
- Make sure to CLOCK-IN and CLOCK-OUT for the day and lunch breaks on the timeclock. Also SIGN-IN and SIGN-OUT on the Center/Office Staff sign in/out sheet.
- Substitutes may be asked to work at different centers on the same day. If so, Substitutes will need to log their mileage between centers for reimbursement.
- Rest and meal breaks are required by law, Substitutes are responsible for making sure they are taking appropriate breaks. Check with the center staff to determine the break schedule for the day.
- Confidentiality is HIGHLY IMPORTANT at Shasta Head Start, always adhere to the SHS confidentiality guidelines (see Personnel Policies).
- Child supervision and safety is the number one priority at SHS, and substitutes MUST follow all Child Supervision procedures including zoning, scanning, counting, and use of white boards.
- Once in the classrooms, Substitutes will introduce themselves to the children. Substitutes will ask staff to show them the Framing Your Day and the Daily Schedule to familiarize themselves with the plan for the day.
- During the day, Substitutes will take part in classroom activities. Work as a team with the classroom staff. Substitutes will take the lead as their assigned role for the day requires. Substitutes will interact with the staff and children just as if the classroom were their own.