



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Cynthia W. Burton
Executive Director

April 28, 2021

JOB ANNOUNCEMENT

Title: Office of School Readiness Pre-K Auxiliary Teacher

Location: Bibb County Head Start Center

Employment Classification: Regular, Full Time, Non-exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is Grade 8 position on the CSP OSR Salary Scale with a salary rate starting at \$11.08 - \$16.15 per hour, depending on qualifications. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

DEADLINE: May 14, 2021, at 12:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer.

Community Service Programs of West Alabama, Inc.

Job Description

Job Title: Office of School Readiness Pre-K Auxiliary Teacher

Reporting Relationship: Center Manager

Exemption Status: Regular Full-time, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 7:30 a.m. – 3:30 p.m.

Grade/Salary: OSR Pay Scale

Summary of Duties and Responsibilities

Under the direction of the Teacher, the Assistant Teacher is responsible to the Center Manager for implementing classroom activities for four-year old pre-school children in accordance with the directives and guidelines of the program and the State.

Essential Duties and Responsibilities:

- ◆ Organize classroom space and maintain safe, healthy, nurturing learning environment in the classroom and on the playground.
- ◆ Observe each child in developmental areas.
- ◆ Assist in implementing daily classroom activities based on individual needs of the child.
- ◆ Maintain a filing system and accurate record-keeping system.
- ◆ Conduct home visits.
- ◆ Assist in providing smooth transitions to kindergarten or first grade for participating children.
- ◆ Eat family-style with the children and volunteers, share the same menu, and encourage interesting and pleasant table conversation across a variety of topics.
- ◆ Recruit eligible children.
- ◆ Follow safety guidelines and maintain a safe working environment.
- ◆ Comply with all program, DHR and Agency guidelines, policies and procedures.
- ◆ Actively contribute to a positive teamwork environment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- Possession of an Associate or advanced degree or equivalent of a major in Early Childhood Education or Child Development.

OSR Pre-K Auxiliary Teacher Job Description
Page 3 of 4

- Experience providing licensed day care services to four year old children.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license and liability insurance.
- Serviceable automobile.

Language Skills:

- Ability to communicate to diverse populations.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Multiple demands from the children and other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disability Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

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 to perform the essential functions.*

OSR Pre-K Auxiliary Teacher Job Description

Page 3 of 4

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to interact with the children at all times and use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

09.09.2013

08.31.2016

Reviewed by Board of Directors 09.15.2016

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

Reviewed by Board of Directors 01.17.2019

Reviewed by Board of Directors 03.19.2020

Reviewed by Board of Directors 03.18.2021