

Community Service Programs of West Alabama

Job Description

Job Title: Substitute Teacher

Division/Department: Head Start/Early Head Start

Reporting Relationship: Center Manager

Location of Job: CSP Head Start/Early Head Start Centers

Exemption Status: Temporary, Part-Time, As-Needed, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 7:30 a.m. – 3:30 p.m.

Summary of Duties and Responsibilities

The Substitute Teacher is responsible to the Center Manager for performing instructional, assessment and evaluation tasks, at the direction of the regular classroom teacher. The Substitute Teacher is required to follow all CSP, DHR and Head Start policies and procedures.

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.*

Required Education and Experience:

- At a minimum, possession of a high school diploma or general education diploma (G.E.D.), AND documented enrollment in a CDA credential program or associate or bachelor degree program in child development or early childhood education to be completed within two years of date of hire.
- Experience working with children.

Preferred Education and Experience:

- Possession of a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

Certificates, Licenses, Registrations:

- ~~Valid Alabama driver's license with liability insurance~~ driver's license.
- Liability insurance
- Child Abuse/Neglect Registry Clearance
- Alabama Bureau of Investigation/Federal Bureau of Investigation Criminal Background Clearance
- Medical/TB Skin Test Clearance

Substitute Teacher Job Description

Page 2 of 3

- Sex Offender Clearance
- Serviceable automobile, preferred.

Language Skills:

- Ability to communicate to diverse populations.
- Ability to effectively present information to program participants.
- Ability to communicate effectively 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.
- 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, bend, talk, hear and to safely lift and carry a child weighing up to thirty (30) pounds. The employee is regularly required to stand and walk. The ability to write, read, listen attentively and speak in a soothing voice is required of this employee. Specific vision abilities required by this job include vision required to constantly observe children and to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. In accordance with the Alabama Department of Human Resources Minimum Standards, 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.*

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.

Substitute Teacher Job Description

Page 3 of 3

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.

Reviewed by Board of Directors 12.03.2015

Reviewed by Board of Directors 01.19.2017

Revised 06.20.2017

Reviewed by Board of Directors 07.20.2017

Reviewed by Board of Directors 03.15.2018

Reviewed by Board of Directors 01.17.2019

Reviewed by Board of Directors 03.19.2020

Revised 4.22.2020

REV. 03.04.2021

Reviewed by Board of Directors 03.18.2021