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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

**Cynthia W. Burton**  
Executive Director

August 12, 2021

## **JOB ANNOUNCEMENT**

**Title:** Substitute Teacher

**Location(s):** Tuscaloosa, Greene, Fayette, Bibb, Sawyerville, Moundville and Lamar

**Employment Classification:** Temporary, Part-Time, As-Needed, 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 a Pay Grade 12 position on the Head Start Pay Scale with a pay range of \$8.48 per hour - \$10.39 per hour, based 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](http://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](mailto:employment@cspwal.com).

### **NO DEADLINE to apply**

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's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## 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 driver's license.
- Liability insurance
- Child Abuse/Neglect Registry Clearance
- Alabama Bureau of Investigation/Federal Bureau of Investigation Criminal Background Clearance

## Substitute Teacher Job Description

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- Medical/TB Skin Test Clearance
- 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.

**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*

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