

# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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Human Resources

**Cynthia W. Burton**  
Executive Director



September 3, 2019

## **JOB ANNOUNCEMENT**

[www.cspwal.com](http://www.cspwal.com)

**Title:** Early Head Start Teacher

**Location:** Lamar County Head Start

**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 a Pay Grade 8 position on the Head Start Pay Scale with a pay range of \$10.58 - \$15.41 per hour. (AAS - \$10.58, BA - \$13.42, MA - \$15.41 .) 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).

**DEADLINE to apply:** Monday, September 16, at 5:00 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'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:** Early Head Start Teacher

**Division/Department:** Early Head Start

**Reporting Relationship:** Center Manager

**Exemption Status:** Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

**Work Schedule:** 7:30 a.m. – 3:30 p.m.

### **Summary of Duties and Responsibilities**

The Early Head Start Teacher is responsible to the Center Manager for assessment; planning, direction, and implementation of classroom activities for infants and toddlers ranging from six weeks to three years of age in accordance with the directives and guidelines of Head Start Performance Standards, State educational and Department of Human Resources standards, and Agency standards. The Early Head Start Teacher is responsible for directing the activities of all volunteers in the classroom.

### **Essential Duties and Responsibilities:**

- ◆ Organize classroom space and maintain a safe, healthy, nurturing learning environment, following all state and federal safety guidelines and regulations.
- ◆ Timely perform assessments utilizing instruments selected by the agency; and timely observe and document daily observations and other progress records using designated record-keeping systems.
- ◆ Utilize data from screening tools, assessments, behavioral observations, and parental input to determine which children should be referred to the Disabilities Coordinator for follow-up and/or development of IFSPs or IEPs.
- ◆ Plan and implement daily classroom activities based on individual needs of the child.
- ◆ Provide a variety of developmentally appropriate opportunities for intellectual, socio-emotional, physical and language development, as well as creative expression.
- ◆ Submit required reports, including, but not limited to, data required by the program, the agency, regulators and funding sources in a timely manner.
- ◆ Conduct and document home visits as required by agency standards and as otherwise warranted.
- ◆ Conduct parent-teacher conferences as required and needed.
- ◆ Assist and support school readiness through age-appropriate learning experiences and parental engagement.
- ◆ Engage children and families in appropriate transitional activities into, throughout, and from the program.

- ◆ Utilize meal times to promote age-appropriate serving and eating, model healthy eating behavior, and encourage interesting and pleasant table conversation which supports all developmental areas.
- ◆ Participate in required professional development activities.
- ◆ Follow communicated directions and instructions regarding work assignments and procedures.
- ◆ Follow safety guidelines and maintain a safe working environment.
- ◆ Comply with all Head Start Performance Standards, and Head Start, 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 a Bachelor or Associate Degree in Early Childhood Education, Bachelor Degree in Human Environmental Sciences/Early Childhood Development, or equivalent in post-secondary coursework in Early Childhood Education required.
- Three years experience working with pre-school children in a day care or pre-school program is preferred.
- Experience in planning curriculums and working with infants and toddlers is desired.

**Certificates, Licenses, Registrations:**

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

**Language Skills:**

- Ability to communicate orally and in writing to diverse populations.
- Ability to read well and speak with a soothing voice.
- 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 input data and generate reports from computer data systems.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- 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. Specific vision abilities required by this job include vision required to operate a motor vehicle. 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.

**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.

Revised 07.21.2015

*Reviewed by Board of Directors 12.03.2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*

*Reviewed by Board of Directors 01.17.2019*