

# Community Service Programs of West Alabama

## Job Description

**Job Title:** Substitute Teacher – Head Start/Early Head Start

**Division/Department:** 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.

**Grade/Salary:** \$8.38 per hour to \$10.26 per hour, depending on credential status

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### *Summary of Duties and Responsibilities*

The Substitute Teacher is responsible to the Center Manager for providing up to 6.5 daily contact hours with Head Start children, performing instructional, assessment and evaluation tasks, usually in conjunction with and 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.*

### **Education and Experience:**

- Child Development Associate credential, associate or bachelor degree in child development, early childhood education OR equivalent coursework. 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 may substitute for the CDA, associate or bachelor degree requirement.

### **Certificates, Licenses, Registrations:**

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

### **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, 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.*

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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