

Southeast Alabama Regional Planning and Development Commission

Head Start – Substitute Teacher

Headland, AL

JOB SUMMARY

Substitute employees are called to fill in for a teacher, teacher-aide, food service manager, or janitor. Substitutes assist with the supervision, safety and well-being of the children. This involves being alert to the needs and/or problems of the children as individuals and as a group. This position performs duties as directed by the teacher, teacher's aide, or center director.

DUTIES AND RESPONSIBILITIES

BASIC DUTIES

- Assists the teacher, teacher's aide, or center director with center activities and tasks.
- Assists with mealtime activities and eats with the children.
- Participates and becomes involved in small and large group activities in the classroom and on the playground.
- Assists in maintaining a safe and clean environment.
- Maintains constant supervision of children in the classroom, bathroom, lunchroom, outside area, and in the playroom.
- Builds and maintains a good relationship with other staff members. Refrains from discussing staff, parent, school and community problems with other staff members, parents, and the community at large.
- Reports to the teacher or teacher's aide any special needs or problems of individual children.
- Reports any cases of suspected child abuse or neglect.

OTHER DUTIES

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description.

EDUCATION AND EXPERIENCE

Substitute must be at least 19 years of age and have at minimum a High School Diploma or G.E.D from an accredited institution. Associate degree or higher preferred.

PHYSICAL ABILITIES

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

KNOWLEDGE AND SKILLS

Head Start staff should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families.

SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter.

TO APPLY: Please visit the employment page at www.searpcdc.org for **REQUIRED** application or call 334-794-4093 ext 1415 for more information.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: tbrown@searpcdc.org

Fax: [334-794-3288](tel:334-794-3288)

Please note that proof of education is **REQUIRED** to apply for this position.

EOE/E-verify