

Are you ready to make an impact on education? A substitute teaching position with Southeast Alabama Regional Planning and Development Commission head start and early head start may be the opportunity you're looking for!

When a teacher is absent, a qualified substitute is needed to carry out the educational program. As a substitute teacher, you'll become an integral part of a school's educational team, amplifying your teaching expertise while maximizing the learning experience for students!

Essential functions, duties, and responsibilities:

- Ensure the safety and well-being of students
- Consistently support and act in accordance with the school's mission and values
- Manage the classroom environment in a developmentally appropriate manner
- Attend meetings, trainings, and appropriate professional development activities.
- Consider the children's interests, disabilities, special talents and individual style and space of learning.
- Consider the individual in relationship to their cultural and socioeconomic background.
- Communicate any concerns regarding events and/or behavior that occurred during the day
- Uphold professional standards of personal presentation, punctuality, professional courtesy, and discretion
- Provide a nurturing and responsive learning environment that promotes a caring, calm and respectful interactions with families, children, volunteers, and staff at Early Head Start.
- Use and understands the Early Head Start positive discipline guidance policy. Support in responding to crisis or emergency situations that may occur.
- Performs other duties as assigned.

WORK ENVIRONMENT/JOB CONDITIONS:

- Agency is a mandated tobacco, drug and alcohol free workplace.
- Develops and maintains constructive and cooperative working relationships with others.
- Uses computers and computer programs effectively to enter data, create spreadsheets and process information, and, develop documents, and program and training materials.
- Develops specific goals and plans to prioritize, organize, and accomplish work.
- Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
- Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 40 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
- Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.
- Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

Preferred Education/Experience:

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

- Must be at least 18 years of age.
- High School Diploma or equivalent.
- Must pass state and federal background checks, including fingerprints.
- Must provide a TB screening and basic physical exam at employers' expense.
- Must complete and maintain CPR and First Aid Training certification at employer's expense.
- Must be able to provide own transportation to meet work schedule requirements.
- Must attend 15 hours of professional development training annually.
- Responsible work ethic with reliable attendance.
- Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
- Capable of reading, understanding, and following written procedures and policies related to job responsibilities.

PREFERRED EDUCATION AND EXPERIENCE:

- Prefer a two (2) year degree in Early Childhood Education, Child development or current CDA credentials.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

Job Type: Part-time

Pay: \$7.25 - \$7.25 per hour