



Montgomery Community Action Committee & CDC. Inc. Job Description

Job Title: **Substitute Teacher**
Department: Head Start
Reports to: Teacher

Supervisory Controls:

The immediate supervisor is the Head Teacher. Works under the direction of the teacher to which assigned. Responsible for assisting the classroom teacher and/or teacher's assistant with the development and implementation of classroom activities, in accordance with the Head Start Performance Standards and other applicable federal regulations.

Performance Standards:

The quality of the work performed will generally be measured by the incumbent's response to the instructions and guidance of the teacher. The performance is also measured by the efforts of the incumbent in self-improvement and career professional development.

Duties:

1. Get to the assigned duty post when scheduled or as needed.
2. Follow all policies and procedures as outlined in the Agency's personnel policy manual and the Substitute Teacher Handbook.
3. Assist the teacher in carrying out planned educational activities.
4. Follow an approved curriculum and daily schedule.
5. Assist with the implementation of daily lesson plans.
6. Assist with the supervision of children during all activities indoors and outdoors.
7. Assist in maintaining records on individual children.
8. Ensure the confidentiality of all Head Start children's records.
9. Assist in implementing goals of the Individual Education Program (IEP) for each child with disabilities in the classroom.
10. Attend trainings as required.



Qualifications:

1. Must be a high school graduate or have the equivalency of a high school education.
2. Must have prior related experience working with children and be able to work with small children, frequently in mixed age groupings, while displaying warmth and patience.
3. CDA credential or state certification that meets or exceeds the requirements for a CDA
4. Be enrolled in a program that will lead to an associate or baccalaureate degree
5. Be enrolled in a CDA credential program to be completed within two years of the time of hire
6. Clear Federal Fingerprint and Background Check through COGENT
7. Able to verify employment eligibility through completion of Federal I9 Form
8. Current proof of negative TB skin test
9. Able to lift heavy objects up to 40 lbs.
10. Must be able to direct and organize the activities and work of others, and establish effective working relationships with parents, volunteers, and co-workers.
11. Must be able to communicate with persons of varied cultures and backgrounds regardless of race, color, creed, religion, nationality, economic or social standing.
12. Must be familiar with all areas of Head Start and be able to effectively communicate basic concepts by oral and written means.
13. Must present punctual with a neat professional appearance and have the capacity to work effectively and efficiently with persons of varying degrees of experience and diverse backgrounds.
14. Ability to work on an on-call basis. Job function requires extensive local mobility. Incumbent must have transportation, a valid Alabama driver's license, and proof of insurance.
15. Must have basic computer skills.

EDUCATION REQUIRED

The knowledge, skills and abilities typically acquired through the completion of a bachelor's degree program or equivalent degree in a field of study related to the job.



PHYSICAL JOB REQUIREMENTS

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

REQUIREMENTS

Must pass a local and state criminal history background check, fingerprinting, physical examination, TB Test, clearance of the State Central Registry on Child Abuse and Neglect; obtain valid Driver’s License with Clearance from agency insurance provider and reliable transportation.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

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 with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

Employee Name Employee Signature Date

Supervisor Name Supervisor Signature Date

