

## **COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION**

**Position: Substitute Teacher**

**Reports to: Site Supervisor**

**Location: Monroe or Conecuh County ELA**

### **JOB SUMMARY:**

To assist classroom staff and cooperate in a supportive role carrying out developmentally appropriate activities. To promote the health, nutrition and education of the children and to attend to their safety and welfare.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist in setting up the environment (indoor/outdoor) for the activities of the day.
2. Use developmentally appropriate practices to facilitate activities with groups and individuals.
3. Observe and record behaviors of children to assist the teacher in the identification of each child's strengths and areas to grow.
4. Utilize lesson plans at the direction of classroom staff, which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of Head Start children.
5. Follow a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, three meals, and effective transitions between activities.
6. Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
7. Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
8. Sanitize classroom equipment and laundry.
9. Assist with meal service as needed.

### **QUALIFICATIONS:**

- Must be at minimum 19 years of age
- Able to lift a child weighing 40 pounds, 20 times a day if needed
- Intermediate computer literacy in email, word processing and internet navigation, Pass all background checks
- Maintain certification in CPR and First Aid
- High School Diploma or GED

### **PHYSICAL DEMANDS:**

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task oriented with a strong desire to succeed. Must be able to cope well with stress.

While performing this job, the employee is frequently to sit; stand; stoop; bend; walk; talk; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

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**Signature of Employee**

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**Date**

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**Signature of Witness**

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**Date**

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

**Community Action Agency of South Alabama is an EOE**

**Created 6/23**