



## **JOB DESCRIPTION**

**Title:** Substitute Teacher

**FLSA Status:** Non-Exempt

**Reports To:** Head Start Director

### **Mission Statement:**

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

### **Job Summary:**

This position serves as a substitute teacher for a Head Start classroom with a direct focus on children 3 to 4 years of age. The substitute teacher will work collaboratively with one other teacher to ensure the successful operation of a classroom with a total of 14 to 20 children. This position is “as needed” and will be called upon when coverage is needed in the classroom at various locations throughout the county.

### **Job Responsibilities:**

The substitute teacher’s responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- Following the curriculum as scheduled during the time of coverage.
- Planning and implementing learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.
- Establishing and maintaining a safe, healthy learning environment, including maintaining required adult-child ratio and proper supervision of children at all time.
- Supporting the social and emotional development of children and using “positive guidance” approaches to dealing with challenging behaviors
- Interacting with children in an appropriate and supportive manner.
- Encouraging the involvement of the families of the children in a Head Start program and supporting the development of relationships between children and their families
- Working effectively with other teacher(s) in the assigned classroom and center.

- Following all BBCF policies and procedures related to health, safety, nutrition, and other aspects of center operations.
- Ensuring adherence to assigned schedule by reporting to work on time and communicating proactively with Resource Teacher and Head Start Director in the event of any changes to schedule.

**Required Qualifications:**

- High school diploma or equivalent required. AA/BA in Early Childhood Education or related field preferred.
- Pass physical examination, background check, and fingerprinting screen
- Basic computer literacy in email, word processing and internet navigation.
- Able to lift a child weighing 40 pounds, 20 times a day if needed.
- Obtain certification in CPR and First Aid.

**We are an equal opportunity employer, committed to creating a diverse and healthy workplace.**