



## JOB ANNOUNCEMENT

**Title:** Head Start Substitute Teacher

**Reports To:** Center Manager

**FLSA Status:** Non-Exempt

### **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:**

The Head Start Substitute Teacher is responsible for implementing lesson plans and maintaining the classroom environment. You will lead the classroom for the duration of the school day and support students in completing the learning materials in the lesson plan. This role ensures the delivery of high-quality educational experiences to children in compliance with Head Start Performance Standards, policies, and procedures. The Head Start Substitute Teacher will work closely with families to support children's development and school readiness.

### **ESSENTIAL FUNCTIONS:**

#### **Curriculum Development and Implementation:**

- Develop and implement age-appropriate lesson plans and activities that promote the cognitive, social, emotional, and physical development of children.
- Utilize the Head Start curriculum framework, Creative Curriculum and/or High Scope Curriculum and ensure alignment with Head Start Performance Standards.
- Incorporate culturally relevant materials and activities into the curriculum.

#### **Classroom Management:**

- Create a safe, engaging, and inclusive learning environment for children.
- Establish and implement classroom rules and routines that support positive behavior.
- Conduct ongoing assessments of children's progress and development.

#### **Family Engagement:**

- Establish positive, supportive relationships with families.
- Conduct home visits and parent-teacher conferences to discuss children's progress and development.
- Provide resources and referrals to families as needed.



### **Professional Development:**

- Participate in ongoing professional development opportunities and training.
- Collaborate with colleagues and participate in team meetings.
- Stay current with early childhood education best practices and Head Start requirements.

### **Compliance and Documentation:**

- Maintain accurate and timely records of children's progress, attendance, and other required documentation.
- Ensure compliance with all Head Start Performance Standards and local, state, and federal regulations.
- Assist with program self-assessment and continuous improvement effort

### **Qualifications:**

#### **Education:**

- Associate or bachelor's degree in early childhood education or a related field required.
- Bachelor's degree PREFERRED
- CDA (Child Development Associate) credential preferred.

#### **Experience:**

- Minimum of 2 years of experience in early childhood education, preferably within a Head Start program.
- Experience working with diverse populations and low-income families.

#### **Skills and Abilities**

- Strong understanding of child development and early childhood education principles.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with a team.
- Strong organizational and time management skills.
- Proficiency in using technology for educational and administrative purposes.

#### **Physical Requirements:**

- Ability to lift up to 50 pounds.
- Frequent sitting, standing, walking, bending, and kneeling.
- Ability to engage in activities that may require physical movement and interaction with children.



- **Benefits:** 401K with 3% employer contribution that may be increased up to 5%, generous health benefits, vacation & sick leave, all federal holidays recognized
- **Location:** Main office is in Selma, Alabama. There are five Head Start centers located in Dallas, Choctaw, Marengo, and Wilcox counties of Alabama.
- **To apply:** Submit cover letter, resume and recent references to [HR@blackbeltfound.org](mailto:HR@blackbeltfound.org)
- **Deadline to apply:** open until filled
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