



Black Belt Community Foundation

Teacher Job Announcement

Title: Substitute Teacher

Reports To: Center Manager

FLSA Status: Non-Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: Responsible for planning, implementing, and coordinating a comprehensive early childhood education program that supports children's development and school readiness in compliance with Head Start Performance Standards.

Essential Functions:

- **Curriculum:** Develop and implement age-appropriate lesson plans aligned with Creative/High Scope Curriculum and Head Start standards; incorporate culturally relevant activities.
- **Classroom Management:** Create a safe, engaging environment; establish routines supporting positive behavior; conduct ongoing assessments.
- **Family Engagement:** Build supportive relationships with families; conduct home visits and conferences; provide resources and referrals.
- **Professional Development:** Participate in training and team meetings; stay current on best practices.
- **Compliance & Documentation:** Maintain accurate records of children's progress and attendance; ensure regulatory compliance; assist with self-assessments.

Qualifications: High School Diploma or equivalent required- AA/BA in Early Childhood Education or related field preferred.

Skills & Abilities: Strong understanding of child development. Excellent communication, teamwork, and organizational skills. Proficiency in educational and administrative technology.

Physical Requirements: Lift up to 50 pounds; frequent sitting, standing, walking, bending, and kneeling; actively engage with children.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application online.