COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

Cynthia W. Burton
Executive Director

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September 13, 2021

JOB ANNOUNCEMENT

Title: Early Head Start Teacher

Location: Sawyerville Head Start Center

Employment Classification: Regular, Full-Time, Non-exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Pay Grade 8 position on the Head Start Pay Scale with a pay range starting at $11.08 - $16.15 per hour, based on qualifications and experience. (AAS $11.08, BA - $14.06, MA - $15.53 .) Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

DEADLINE to apply: Monday, September 27, 2021, at 6:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability**.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

Job Title: Teacher-Early Head Start

Division/Department: Head Start/Early Head Start

Reporting Relationship: Center Manager

Exemption Status: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Work Schedule: 7:30 a.m. – 3:30 p.m.

Summary of Duties and Responsibilities

The Teacher – Early Head Start is responsible to the Center Manager for implementation, assessment; planning, direction of classroom activities for infants and children ranging from three months to three years of age in accordance with the directives and guidelines of Head Start Program Performance Standards, Alabama Standards for Early Learning and Development, Alabama Department of Human Resources, and Agency standards. The Teacher – Early Head Start is responsible for directing all volunteer activities in the classroom.

Essential Duties and Responsibilities:

- Provide effective and nurturing teacher-child interactions.
- Plan and implement learning experiences that utilize assessment tools to ensure effective curriculum implementation.
- Plan and implement daily classroom activities based on individual needs of the child.
- Promote child progress for children with disabilities and dual language learners
- Organize classroom space and maintain a safe, healthy, nurturing learning environment, in the classroom and on the playground.
- Timely perform assessments utilizing instruments selected by the agency; and timely observe and document daily observations and other progress records using designated record-keeping systems.
- Utilize data from screening tools, assessments, behavioral observations, and parental input to submit referrals, follow-up, and/or the development of an Individual Family Service Plan (IFSP), Individual Education Plan (IEP), or Individual Service Plan (ISP) for children.
- Implement IFSPs, IEPs, and ISPs. Provide a variety of developmentally appropriate opportunities for intellectual, socio-emotional, physical and language development, as well as creative expression.
- Conduct and document home visits as required by agency standards and as otherwise warranted.
- Conduct parent-teacher conferences as required and needed.

- Promote school readiness through age-appropriate learning experiences and parental engagement.
- Engage children and families in appropriate transitional activities into, throughout, and from the program.
- Engage children and family during meal times to promote learning, family style eating, and model healthy eating behaviors.
- Participate in required and recommended professional development and continuing education activities.
- Submit required reports, including, but not limited to, data required by the program, the agency, regulators and funding sources in a timely manner.
- Obtain supporting documentation and report in-kind contributions in a timely manner.
- Follow communicated directions and instructions regarding work assignments and procedures.
- Follow all safety guidelines and maintain a safe working environment.
- Comply with all Head Start Performance Standards, and Head Start, DHR and Agency guidelines, policies and procedures.
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- Actively contribute to a positive teamwork environment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

Required Education and Experience:

- At minimum, possession of a Child Development Associate (CDA) credential or comparable credential and have training or equivalent coursework in early childhood development with a focus on infant and toddler development.
- Experience working with infants, toddlers, and pre-school age children.

Preferred Education and Experience

- Possession of an Associate Degree or higher in child development or early childhood education as well as training or coursework with a focus on infant and toddler development.
- Possession of an Associate Degree or higher in a related field as well as training or coursework with a focus on infant and toddler development.
- Experience utilizing and following a curriculum and developing and implementing lesson plans.

Certificates, Licenses, Registrations:

- Valid driver's license.
- Liability insurance
- Child Abuse/Neglect Registry Clearance

- Alabama Bureau of Investigation/Federal Bureau of Investigation Criminal Background Clearance
- Medical/TB Skin Test Clearance
- Sex Offender Clearance
- Serviceable automobile, preferred.

Language Skills:
- Ability to communicate orally and in writing to diverse populations.
- Ability to effectively present information to children and families.
- Ability to read well and speak with a soothing voice.
- Ability to communicate in large and small group settings.

Mathematical Skills:
- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:
- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:
- Ability to input data and generate reports from computer data systems.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, bend talk, hear and to safely lift and carry a child weighing up to thirty (30) pounds. The employee is regularly required to stand and walk. The ability to write, read, listen attentively and speak in a soothing voice is required of this employee. Specific vision abilities required by this job include vision required to constantly observe children and to operate a motor vehicle. Multiple demands from the children and other individuals are frequently required of the employee. In accordance with the Alabama Department of Human Resources Minimum Standards, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

Work Environment: *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 to perform the essential functions.

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to interact with the children at all times and use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Revised 07.21.2015
Reviewed by Board of Directors 12.03.2015

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Reviewed by Board of Directors 03.15.2018
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