

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Teacher/Substitute 25 hrs. / wk.**

**DEPARTMENT: Webb County Head Start**

**REVISION DATE: December 2023**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

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- ❖ Will assist teacher in carrying out the educational, recreational, and social program planned for children.

**MINIMUM QUALIFICATIONS:**

- ❖ High School Diploma or GED from an accredited institution.

**PREFERRED QUALIFICATION:**

- ❖ Preferably some college education (child development / early childhood courses / or experience working with pre-school children.)
- ❖ Be bilingual and have experience in working with pre-school age children.
- ❖ Maintain all local, state and federal guidelines for position on an annual basis.

**ESSENTIAL DUTIES:**

- ❖ Will attend lectures, conference and other educational programs as directed for her/his development and growth as an aide.
- ❖ Will be alert to the needs of each child in providing for their health and welfare.
- ❖ Will maintain the classroom in a neat, clean and orderly manner.
- ❖ Will be required to rotate to centers as need arise.
- ❖ Will assist with all classroom responsibilities in the absence of the teacher and teacher aide.
- ❖ Responsible for making the morning bus trip only on emergency basis.
- ❖ Will perform other related duties as needed.

**PHYSICAL REQUIREMENTS:**

- ❖ Sitting on small chair and on the floor for circle time, to document on children records, for meal times, for some classroom activities.
- ❖ Walking and pacing for supervision throughout the 8 hrs. Shift.
- ❖ Bending to sanitize tables, serving and washing dishes, cleaning child size bathrooms.
- ❖ Squatting to pick up objects, talking to children at eye level, for setting up materials in learning centers. To sanitize mats on a weekly basis.
- ❖ Pushing food carts approximately 30-40 lbs. Swings during outside children's play, for sweeping and mopping.
- ❖

- ❖ **Lifting** toys, art material, food containers, cleaning supplies and in case of an Emergency any injured or disable child.
- ❖ **Stretching** during movement/exercise activities and to put material away, take material out and decorate the classroom.
- ❖ **Climbing** on step ladder.
- ❖ Employee is required to participate during outside play if weather permits; only exceptions would be severe cold weather, high winds or rain. Staff must not take shelter under shade during outdoor participation.

**OTHER REQUIRMENTS/INFORMATION:**

- ❖ Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol and criminal background check are required.
- ❖ Must have a driver license and insurable transportation. If no DL, must obtain within 3 months.
- ❖ This position is *not* covered by Civil Service; therefore, is subject to all the Webb County Policies and Webb County Head Start addendum.

**ACKNOWLEDGEMENT:**

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

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