

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Teacher/Substitute 25 hrs. / wk.

DEPARTMENT: Webb County Head Start

REVISION DATE: December 2025

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- ❖ 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.
- ❖ Must have a driver license and insurable transportation.
- ❖ Must be able to read and write in English and in Spanish.

PREFERRED QUALIFICATION:

- ❖ Preferably some college education (child development / early childhood courses)
- ❖ 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.
- ❖ 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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE