

WEBB COUNTY
Job Vacancy Posting

JOB TITLE: Substitute Teacher 30 hrs/wk.

DEPARTMENT: Head Start

JOB SUMMARY:

Will attend lectures, conference and other educational programs. Will be alert to children needs in providing for their health and welfare. Will maintain classroom in a neat, clean and orderly manner. Will assist with classroom responsibilities. Will perform other related duties as needed.

QUALIFICATIONS:

- Must have a high school diploma or GED certificate.
- Must be bilingual and have experience in working with pre-school age children.
- Must have driver license with insurable transportation.
- Must be able to sit, walk, bend, squat, push, lift, stretch, and climb step ladder.
- Must maintain all local, state and federal guidelines for position on an annual basis.

SKILLS/ABILITIES:

- Ability to communicate in both English and Spanish.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs.

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is not covered by Civil Service; however, is subject to all other Webb County Policies.

SALARY: \$8.00 / HR 21 Pay Periods

CLOSING DATE: This position will remain open until filled.

Applications are available at the Administrative Services Department Human Resources Office
1110 Washington St. — Suite 204 Laredo, Texas. 78040

Monday — Friday (8:00 a.m. - 12:00; 1:00 p.m. — 5:00 p.m.)

On-line at: www.webbcountvtx.gov

All applications must be submitted to Administrative Services office.
Webb County is an Equal Employment Opportunity (EEOC) Employer