# EMPLOYMENT OPPORTUNITY

**FACT SHEET**

**POSITION: Site Director / Lead Teacher**

**LOCATION: Glenwood Head Start Center**

**HOURS: 40 Hours per Week**

**FULL-TIME: X**

**VACANCY NOTICE: 10/18/21**

**APPLICATION DEADLINE: Until Filled**

**DATE POSITION TO BE FILLED: As soon as possible**

**SALARY: $ 21.29 per Hour**

**JOB DUTIES:**

**Assumes the overall responsibility; for the design, coordination and implementation of the infant/toddler program.**

**Ensure that children are provided with a learning environment and activities to help them develop physically, socially, emotionally, and cognitively.**

**Assure accessibility of appropriate equipment and materials, develop and implement individual education plans and assure access to needed services.**

**Maintain a safe, healthy, clean, organized, orderly learning environment in the classroom and outside play areas building positive self-concepts, individual strengths and group interactions.**

**Assist children with daily health needs ensuring children are cleaned if clothes get soiled.**

**Preform daily nutrition and health observations of the children, assess each child’s overall development and address delayed skill areas in daily plan and maintain up-to-date records.**

**Discuss and work with parent of children with developmental delay’s referring children experiencing difficulty to approximate staff meeting in a timely manner.**

**Set up learning centers for the lesson plan that day and interact and supervise children at all times.**

**Encourage acceptable social, safety, health and eating habits.**

**Assist serving lunch and snack, helping with cleanup and naptime responsibilities**

**Help keep toys clean & sanitized**

**Prepare developmentally appropriate lesson plans, materials and activities for pre-school children.**

**Relate effectively with parents and children establishing positive relationships**

**Follow emergency procedures and safety rules.**

**Coordinate home visits and classroom parent involvement.**

**Supervise and assist staff in the daily classroom operations**

**Coordinate and assist other staff with assessing community needs**

**Other duties as assigned.**

**EDUCATION REQUIREMENTS: Bachelor’s Degree w/emphasis in Early Childhood or related field with the required number of early childhood courses required.**

**EXPERIENCE NEEDED: Experience working with pre-school children preferred. Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment.**

**OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.**

# “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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