

**EMPLOYMENT OPPORTUNITY
FACT SHEET
Re-Advertising**

POSITION: Early Head Start - Teacher Assistant

LOCATION: Malvern Early Head Start Center

HOURS: 40 hours per week

FULL-TIME: X

VACANCY NOTICE: 07/10/20

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As soon as possible

SALARY: \$ 11.50 per hour EXP Only or \$ 11.68 per Hour with CDA

JOB DUTIES:

Assist lead teacher in providing appropriate developmental materials and educational activities for Infant / Toddler children.

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 infants and toddlers with daily health needs ensuring children are clean if clothes get soiled.

Perform 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

Relate effectively with parents and children establishing positive relationships

Follow emergency procedures and safety rules.

Participate in home visits and classroom parent involvement.

Coordinate and assist other staff with assessing community needs

Other duties as assigned.

EDUCATION REQUIREMENTS: High School diploma or GED required and Child Development Associate (CDA) or higher degree in early childhood preferred. One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Experience working with infants and toddlers 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 pounds, occasionally up to 50 pounds.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121