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.
- 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
- 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.

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Central Arkansas Development Council
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