# EMPLOYMENT OPPORTUNITY

**FACT SHEET**

**POSITION: Substitute Teacher**

**LOCATION: Hot Spring County / Malvern /Bismarck &Magnet Cove Head Start Centers**

**HOURS: Up to 29 Hours per Week / As Needed**

**PART-TIME: X**

**VACANCY NOTICE: 07/27/20**

**APPLICATION DEADLINE: Until Filled**

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

**SALARY: $ 11.00 per hour**

**JOB DUTIES:**

**Assist Lead Teacher/Teacher Assistant in providing appropriate development and educational activities for pre-school children.**

**Assist in maintaining 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.**

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

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

**Assist in keeping toys clean & sanitized**

**Follow emergency procedures and safety rules.**

**Other duties as assigned.**

**EDUCATION REQUIREMENTS: High School diploma or GED required. Childhood Development Associate (CDA) credential preferred.**

**EXPERIENCE NEEDED: Experience working w/pre-school children in a licensed pre-school setting preferred.**

**OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Checks. Regularly must lift and/or move up to 25 pounds. Occasionally up to 50 pounds.**

# “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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