

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Early Head Start Teacher II - BSE

**LOCATION:** Malvern Early Head Start

**HOURS:** 40 hours per week

**FULL-TIME:** X

**PART-TIME:**

**APPLICATION DEADLINE:** Until Filled

**DATE POSITION TO BE FILLED:** As Soon As Possible

**SALARY:** \$ 16.55

**JOB DUTIES:**

Establish & maintain a safe, healthy, organized learning environment.

Prepare developmentally appropriate materials and activities for Infants / Toddler children.

Maintain up-to-date records on children.

Encourage parent involvement; including (2) two home visits each year.

Other duties as assigned.

**EDUCATION REQUIREMENTS:** Bachelor's Degree w/emphasis in Early Childhood required.

**EXPERIENCE NEEDED:** Experience working with infants & 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 lbs. and occasionally up to 50 lbs.

**DATE OF NOTICE:** 08/11/17

**Remove after:** 08/21/17

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121