

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Teacher II - BSE  
**LOCATION:** Malvern Head Start Center  
**HOURS:** 40 hours per week  
**FULL-TIME:** X **PART-TIME:**  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As soon as possible  
**SALARY:** \$ 17.86 per Hour

**JOB DUTIES:**

Establish & maintain a safe, healthy, organized learning environment.  
Prepare developmentally appropriate materials and activities for pre-school 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 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.

**DATE OF NOTICE:** 06/29/17

**Remove after:** 07/08/17

**“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