

**EMPLOYMENT OPPORTUNITY
FACT SHEET
Re-Advertising**

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: 08/03/17

Remove after: 08/13/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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