

**EMPLOYMENT OPPORTUNITY  
FACT SHEET  
Re-Advertising**

**POSITION:** Substitute Teacher

**LOCATION:** Malvern Head Start Center

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

**FULL-TIME:** PART-TIME: **X**

**APPLICATION DEADLINE:** Until Filled

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

**SALARY:** \$ 8.59 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, organized learning environment in pre-school classroom.

Other duties as assigned.

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

**EXPERIENCE NEEDED:** Working w/pre-school children in a licensed pre-school setting.

**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.

**DATE OF NOTICE:** 03/01/18

**Remove after:** 03/11/18

**“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