

**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: \$ 8.78 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.

DATE OF NOTICE: 10/31/18

Remove after: 11/10/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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