

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:**           **Teacher I**  
**LOCATION:**           **Murfreesboro 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:** **EXP Only \$ 9.75 per Hour or Minimum of CDA \$9.93 per Hour**

**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.**  
**Assist with daily nutrition and health observations of the children, maintaining up-to-date records.**  
**Assist in setting up learning centers for the lesson plan that day and interact and supervise children at all times.**  
**Encourage acceptable social, safety, health and eating habits.**  
**Assist serving lunch and snack, helping with cleanup and naptime responsibilities**  
**Help keep toys clean & sanitized**  
**Assist in the preparation of developmentally appropriate lesson plans, materials and activities for pre-school children.**  
**Relate effectively with parents and children establishing positive relationships**  
**Follow emergency procedures and safety rules.**  
**Participate in coordination of home and classroom parent involvement.**  
**In the absence of the Lead Teacher perform duties of that position as assigned.**  
**Other duties as assigned.**

**EDUCATION REQUIREMENTS:** **High School diploma or GED required and Child Development Associate (CDA) or higher degree in early childhood preferred. One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience required.**

**EXPERIENCE NEEDED:** **Experience working w/pre-school children preferred.**

**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:** **10/31/18**

**Remove after: 11/10/18**

**“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