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: **$ 18.45 per Hour**

JOB DUTIES:
Maintain 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.
Preform daily nutrition and health observations of the children, assess each child's overall development and address delayed skill areas in daily plan and maintain up-to-date records.
Discuss and work with parent of children with developmental delay's referring children experiencing difficulty to approximate staff meeting in a timely manner.
Set 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
Prepare 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.
Coordinate home visits and classroom parent involvement.
Supervise and assist staff in the daily classroom operations
Coordinate and assist other staff with assessing community needs
Other duties as assigned.

EDUCATION REQUIREMENTS: Bachelor's Degree w/emphasis in Early Childhood or related field with the required number of early childhood courses 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: 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