

EMPLOYMENT OPPORTUNITY FACT SHEET

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Early Head Start Teacher
LOCATION: Malvern Early Head Start
HOURS: 40 hours per week – FULL-TIME

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 14.47 – CDA only - \$ 17.47 – Associates / emphasis in Early Childhood Education – \$ 20.47 – BSE /emphasis in Early Childhood Education

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 infants and toddlers with daily health needs ensuring children are clean if clothes get soiled.
Perform 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 Education or Child Development Associate Credential in Early Childhood Education or related field with the required number of infant and toddler / early childhood courses required.

EXPERIENCE NEEDED: Experience working with infants and toddlers 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.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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