

**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: Teacher Assistant / Center Floater**

**LOCATION: Benton Head Start Center**

**HOURS: 40 hours per week – FULL-TIME**

**APPLICATION DEADLINE: Until Filled**

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

**SALARY: EXP Only \$ 12.30 per Hour or Minimum of CDA \$ 12.48 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 in a classroom setting 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. Willing to travel to Head Start Centers in Saline County.**

**“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