

**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  
**LOCATION:** Glenwood 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.

**“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