

## 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:** Site Supervisor / Lead Teacher  
**LOCATION:** Harmony Grove Head Start Center  
**HOURS:** 40 Hours per Week - FULL-TIME  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As soon as possible  
**SALARY:** \$ 21.84 per Hour

### **JOB DUTIES:**

Assumes the overall responsibility; for the design, coordination and implementation of the infant/toddler program.  
Ensure that children are provided with a learning environment and activities to help them develop physically, socially, emotionally, and cognitively.  
Assure accessibility of appropriate equipment and materials, develop and implement individual education plans and assure access to needed services.  
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.  
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 delays referring children experiencing difficulty to appropriate 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.

**“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