



HEAD START JOB ANNOUNCEMENT

TEACHER AIDE Norfolk Head Start

Northeast Nebraska Community Action Partnership's **HEAD START EARLY CHILDHOOD EDUCATION PROGRAM** is looking for a **TEACHER AIDE** for the **Norfolk Head Start Center**. 40 hours per week, M-F with seasonal layoff. Hourly wage, plus benefits. Bilingual skills a plus. Assist the Teacher in planning and carrying out the educational activities of the Center. Associate's or Bachelor's degree in Early Childhood Education preferred. Job application, job description, education requirements, wage and benefit information are located on our website www.nencap.org by clicking Employment or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit a completed Agency application. No resumes accepted. Applications may be sent to Northeast Nebraska Community Action Partnership, PO Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

TEACHER AIDE JOB SUMMARY:

The Teacher Aide assists the Teacher in planning and carrying out the educational activities of the center. Record observations of children and assist the Teacher in entering and placing children on GOLD. Plan and implement one day per week on the lesson plan. Plan and implement monthly food experience in conjunction with the lead Teacher. Fill in during the Teacher's absences. Maintain and keep classroom notebook updated. Ensure playground safety and complete checklists. Possess basic computer skills. Frequent kneeling, stooping, bending and lifting up to 50 pounds. Bilingual staff must be able to appropriately translate and interpret verbal and written communication. Maintain confidentiality of program participants and follow Program and Agency standards and policies.

EDUCATION:

Associate's or Bachelor's degree in Early Childhood Education preferred. Or High school Graduate or General Education Degree (GED) and one of the following:

- Child Development Associate (CDA) credential,
- Enrolled in a CDA credential program that will be completed within 2 years,
- Have an Associate's or Bachelor's degree in any field or be enrolled in a program leading to such a degree.

OTHER:

Wage is \$10.74 to \$11.29 an hour, depending on education level. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.