



HEAD START JOB ANNOUNCEMENT

NUTRITION/TEACHER AIDE

Northeast Nebraska Community Action Partnership's Head Start Program is looking for a **NUTRITION/TEACHER AIDE** for their Head Start Early Childhood Program at their **Little Blujays Preschool** in Walthill, NE. 40 hours per week M-F, hourly wage plus benefits. Responsibilities include assisting the Teacher in planning and carrying out educational activities of the center and maintain confidentiality for children and families in the program. Job application, job description, education requirements, and benefit information are located on our website www.nencap.org under Employment or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit a completed Agency application. No resumes accepted. Send applications to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

EDUCATION & EXPERIENCE:

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, Associate's or Bachelor's degree in any field or be enrolled in a program leading to such a degree. Six month to one year related experience. Basic computer skills in word processing, email and internet.

JOB SUMMARY:

The Nutrition/Teacher Aide assists the Teacher as directed and fills in when the Teacher is absent. Record observations and assist the teacher on entering observations on GOLD. Plan and implement one day per week on the lesson plan. Prepare and serve nutritious meals in accordance with Child and Adult Care Food Program (CACFP). Plan and implement monthly food experience in conjunction with the lead Teacher. Complete required nutrition paperwork. Ensure playground safety and complete appropriate checklists. Perform cleaning duties as required by the center. Frequently kneeling, stooping, bending and lifting up to 50 pounds. Maintain confidentiality of program participants and follow Program and Agency standards and policies.

WAGE & BENEFITS:

The starting wage is \$10.92 per hour plus benefits. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.