



JOB ANNOUNCEMENT

Substitute Aide Norfolk Head Start

Northeast Nebraska Community Action Partnership's **HEAD START EARLY CHILDHOOD EDUCATION PROGRAM** is seeking a **SUBSTITUTE AIDE** for the Norfolk Head Start Center. Will work on call as needed M-Th. Hourly Wage. Bilingual skills are helpful. Aides assist in planning and carrying out the day-to-day activities of the center. Job application, job description, education requirements, wage and benefit information are located on our website www.nencap.org under the Employment link 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, PO Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

SUBSTITUTE AIDE JOB SUMMARY:

The Substitute Aide assists the Teacher as directed. Record observations of children. May be required to facilitate a small group of children in educational activities. Eat breakfast, lunch and/or snacks with the children to encourage good eating habits and positive mealtime experiences. May be required to assist with nutrition responsibilities. Perform cleaning duties as required by the center. Possess basic computer skills. Frequent kneeling, stooping, bending and lifting up to 50 pounds. Maintain confidentiality of program participants and follow Program and Agency standards and policies.

EDUCATION & EXPERIENCE:

High school Graduate or General Education Degree (GED). Experience in Early Childhood Education preferred.

WAGE:

The wage is \$10.74 per hour. Work hours will vary Monday through Thursday. May work up to 29 hours per week.