



JOB ANNOUNCEMENT

HEAD START SUBSTITUTE AIDES

Northeast Nebraska Community Action Partnership's **EARLY CHILDHOOD EDUCATION PROGRAM in South Sioux City and Dakota City** is hiring **SUBSTITUTE AIDES**. **SUBSTITUTE AIDES** work on-call as needed M-F. Hours will vary. Hourly Wage. Substitutes are needed in the classroom and in the kitchen. Bilingual skills are helpful. Assist the Teacher in planning and carrying out the educational and nutrition activities of the center. 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. Send applications to Northeast Nebraska Community Action Partnership, PO Box 667, Pender, NE 68047-0667. Positions open until filled.

EOE

80% Federally Funded

Non-Profit Agency

JOB SUMMARY:

In the classroom, 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.

In the kitchen, the Substitute Aide will assist with preparing and serving nutritious meals at scheduled times, in accordance to the Child and Adult Care Food Program (CACFP) and help complete required paperwork.

All Substitute Aides will 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 \$11.00 per hour. Work hours will vary, work on-call as needed Monday through Friday.