

# Community Action of Southeast Iowa In-House Ad

*Please Post:* February 24 through March 2, 2021

*Title:* Early Head Start Teacher

*Base:* Burlington, IA

*Salary:* \$ 10.25 per hour

*Classification:* Full Year / Part Time – 28 hours per week, 50 weeks

## JOB DUTIES INCLUDE:

1. Assist Lead Teacher in preparing and carrying out activities and performance of duties as necessary for operation of the center.
2. Keep necessary reports up to date and assistance in the observation, evaluation and recording of children's developmental progress.
3. Make at least two home visits a year per child and schedule/hold two parent/teacher conferences to discuss their child's progress and development.
4. Assist with housekeeping chores for health and safety of the children including sweeping/vacuuming after spills, dishes, cleaning/sanitizing tables, mopping/disinfecting and picking up classroom, as well as classroom laundry needs.
5. Establish constructive discipline procedures for groups and individual children and maintain a daily routine conducive to optimal development of children.
6. Develop weekly lesson plans that are developmentally appropriate to the age of the children you are working with.
7. Order, purchase and prepare breakfast and snacks.
8. Attend meetings/trainings as required and all mandatory trainings.

## JOB QUALIFICATIONS:

1. High school diploma or GED. Preference given to applicant with either an Infant/Toddler Child Development Associate (CDA) or college degree (Associate's or Bachelor's) with minimum of eighteen credit hours in Early Childhood Education/Development.
2. Prior experience working with groups of children ages 0-3.
3. Must be at least 18 years of age.
4. Ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Tuesday, March 2, 2021.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

*Affirmative Action / Equal Opportunity Employer*