

## **EMPLOYMENT OPPORTUNITY**

Full-time Head Start Teacher's Assistant for the **Elgin CDC** of Cen-Tex Family Services, Inc. Seasonal position Aug– May.

**DUTIES INCLUDE:** Assist with classroom activities, care, and supervision of 3 and 4 yr old children as directed by teaching staff in accordance with the agency procedures and guidelines.

### **MINIMUM QUALIFICATIONS:**

- \* HS Diploma or GED; willingness and ability to continue education to attain any additional education or training required for position.
- \* At least six months experience teaching, or assistant teaching 3 or 4 year old children in a licensed child care center.
- \* Must be at least 18 years of age;
- \* Able to frequently lift up to 45 pounds;
- \* Able to complete a post-offer agency physical and proof of freedom from Tuberculosis (TB); pass a criminal history background check and fingerprinting; and have a TDL with an acceptable motor vehicle record.
- \* CPR/1<sup>st</sup> Aid certification or willingness to become certified

### **PREFERRED EDUCATION QUALIFICATIONS:**

Associate Degree in Early Childhood Education; College Credit in Early Childhood Education; and/or CDA Certification. Bilingual English/Spanish plus other qualifications listed under “Minimum Qualifications”.

**PAY RANGE:** \$9.07 - \$11.00 per hour depending on qualifications. Excellent benefits.

**APPLICATION DEADLINE:** Open until filled.

**MUST REQUEST AGENCY APPLICATION** at 512-303-7737, ext. 26 or by e-mail to [ihernandez@ctfhs.org](mailto:ihernandez@ctfhs.org). Or, visit agency website at [www.ctfhs.org](http://www.ctfhs.org).

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