Substitute

Work Hours: As Needed

Position Type: Can work up to 35 Hours – Biweekly/Temporary Position

Pay Rate: $10.25 hourly

Essential Job Duties: Assist in the day-to-day activities necessary for operation of the pre-school classroom under supervision of the classroom teacher. (e.g., classroom activities, care, safety, and well-being of pre-school aged children, accurate record keeping)

Qualifications: The successful applicant should have their HS Diploma/GED and willingness to obtain a CDA (Child Development Associate Certification). Should also possess good written, verbal, and computer skills. Valid Tennessee driver's license and vehicle with liability insurance, is preferred but not required.

Deadline To Apply: On-going basis

****How to Apply**:

- Online at our website www.nwcommunityaction.org – Careers Tab – Online Application
- Email completed application to Applications12579@nwtncap.org
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program 231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- However, this program accepts employment applications on an on-going basis

We are an equal opportunity employer! "We Make a Difference".