

# Assistant Teacher

**Work Hours:** Monday through Friday 7:30 a.m. to 3:30 p.m.

**Position Type:** 9-Month/80 hr. – Biweekly/Full-Time Position (Spring, Fall, Christmas & Summer Breaks)

**Pay Rate:** \$12.62 - \$14.18 hourly Based on Education

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**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 obtain a CDA (Child Development Associate Certification), which is the educational requirement for Head Start Assistant Teachers. Applicants must be willing to obtain an Associate Degree in Early Childhood Education. Should also possess good written, verbal, and computer skills. Valid Tennessee driver's license and vehicle with liability insurance, is preferred but not required. Experience and/or training in working with pre-school aged children is desired.

\*A detailed job description will be provided during the interview process.

**Deadline To Apply:** Thursday, June 20, 2024

**\*\*How to Apply:**

- Online at our website [www.nwcommunityaction.org](http://www.nwcommunityaction.org) – Careers Tab – Online Application
- Email completed application to [Applications12579@nwtncap.org](mailto: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”.