

# **Head Start/Early Head Start Floater**

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

**Position Type:** 11-Month/80 hr. – Biweekly/Full-time Position (Spring, Fall & Christmas Breaks)

**Pay Rate:** \$11.00 - \$13.18 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 willingness to obtain a Child Development Associate credential. 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, September 19, 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”.