

CAP Services, Inc.
5499 Highway 10 East, Ste A
Stevens Point WI 54482
FAX 715.343.7520
jobs@capmail.org

JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Generalist
Date: 01/10/12

JOB TITLE ***Classroom Assistant Substitute***

Work site: Portage County Head Start Sites & Children's Development Center

Start Date: ASAP

Starting Pay: \$8.50 - \$9.52 per hour , depending on experience

Status: LTE, as needed

Duties: This position exists to assist the teacher in preparing and conducting classroom activities for all children in the program, and for maintaining the center in a clean and sanitary condition.

Minimum Qualifications: Employee must be physically and emotionally able to work with young children and successfully pass a physical, TB test and a pre-work screen. Employee must be able to lift and carry up to 50 pounds to maintain the safety of children, and must also have the ability to stoop, kneel, bend, twist, and to pull heavy objects.

Education: Completion of high school or equivalent; completion of one course in Early Childhood Education through an institute of higher education

Work Experience: Six months related work experience working directly with children 0-5 yrs old.

Must be able to travel locally and have access to an insured vehicle.

**Deadline to
Submit Resume
& Cover Letter:** 5 PM Friday January 20, 2012

Equal Opportunity Employer