

**CAP Services, Inc.**  
**5499 Highway 10 East**  
**Stevens Point WI 54482**  
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## ***JOB BULLETIN***

**To:** All CAP Offices  
**From:** Jill Giddings, HR Generalist  
**Date:** January 27, 2012

### ***JOB TITLE*** ***Teacher Assistant***

**Work site:** Clintonville Early Learning Center  
**Start Date:** ASAP  
**Starting Pay:** \$8.84 - \$9.92 per hour, depending on experience.  
**Status:** Part-time, 25 hours per week-partial year  
**Benefits:** Personal, vacation and holiday time; Flexible Spending Account; 401K; life insurance, access to health and dental insurance and to career development funds.

**Duties:** Assist the Classroom Manager / Teacher in preparing and conducting lesson plans, ensure the safety of children through constant supervision and regular practice of emergency procedures and Head Start policies, and provide general support to the center as needed; which may include assisting with meal preparation and service, and janitorial services.

**Minimum Qualifications:** Two - year Associate Degree in Child Care and Development through a technical college and one year of classroom experience which includes working directly with children ages 0-5

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.

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

**Deadline to  
Submit Resume  
& Cover Letter:** 5 PM Thursday February 9, 2012

**Equal Opportunity Employer**