

CAP Services, Inc.
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JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Assistant
Date: September 6, 2011

JOB TITLE ***6 Teacher Assistant Substitutes Needed***

Work site: 1 each for: Wautoma, Oxford, New London, Clintonville, Stevens Point & Waupaca Centers

Start Date: ASAP

Starting Pay: \$8.84 - \$9.92 per hour, depending on experience.

Status: LTE-as needed

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: High school or equivalent and completion of 2 courses in Early Childhood Education through an institute of higher education and six months of related work 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:** **Open until filled at each location**

Equal Opportunity Employer