



## NOW HIRING

### EHS ASSISTANT TEACHER - SEARSPORT

DEPARTMENT: Head Start

START DATE: October 2017

HOURS PER WEEK: 40/hours – Full Year

#### POSITION DESCRIPTION

##### General Scope of Duties:

To provide developmentally appropriate early childhood education that advances the cognitive, language, physical, social and emotional growth & development for a classroom of up to 8 infants and toddlers. Responsibilities include assisting the Site Manager to ensure compliance with all existing state child care licensing regulations and federal Head Start Performance Standards. Align all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

##### Minimum/Necessary Qualifications

- Ability to work in computerized data based system.
  - Must maintain confidentiality at all times.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.
- Ability to interpret rules and regulations.
- Ability to lift up to 35 lbs. daily.
- Must be flexible and able to work with multiple staff members.
- Must be at least 21 years of age
- 1 year experience working with young children
- CDA (Infant Toddler CDA preferred)
- Ability to meet WCAP background clearance requirements.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance.
- Able to pass physical and TB screening.
- Must pass and maintain current CPR/First Aid certification.

##### PREFERRED QUALIFICATIONS

1. A Bachelors or advanced degree in early childhood education or infant- toddler (for infant – toddler classroom) (preferred) or
2. A Bachelors or advanced degree in a field related to early childhood education or infant- toddler (for infant – toddler classroom) with 24 or more ECE credits for preschool Head Start or infant-toddler concentration for Early Head Start and experience teaching pre-school or infant- toddler (for infant – toddler classroom) children.

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.