



HEAD START POSITION ANNOUNCEMENT

POSITION TITLE: Full-Time HS Teacher Assistant

LOCATION: Elgin Station Center

HOURS / WEEKS:

37.5 hours per week – Monday-Friday

52 weeks per year

10am to 5:30pm – daily schedule

SALARY RANGE: Senior Staff -- \$16.38 / HR

Several entry level courses in Early Childhood Education may qualify as Senior Staff.

CDA – \$16.63 / HR

Associate's Degree -- \$16.89 / HR

BENEFITS: **Great Benefits –**

- Paid Health, Dental, and Vision
- Paid Lunch
- PTO / ESS Leave
- Holidays
- Agency Paid Life and Short-Term Disability Benefits
- Eligible to participate in Retirement Plan

QUALIFICATIONS:

Minimum of Pre-School Senior Staff qualification. Ability to achieve CDA within one year from date of hire if do not possess Associate's degree. Associate's degree in Early Childhood Education preferred.

RESPONSIBILITIES:

Responsible for assisting in all aspects of classroom operation and participation in health, nutrition, child development, social services, and parent involvement activities. Main duties include: greeting parents and children, gathering supplies/materials for the day, setting up activities, assisting with toileting children, assisting with lunchtime, planning, preparing children for departure, working with parents/volunteers, preparing room for next day, assisting with information for assessment purposes, supervising children indoors and outdoors, teaching concepts/skills per Head Start Performance Standards.

Application Deadline: Open Until Filled

Submit Application and Resume to:

Human Resources

Head Start of Washington County, Inc.

325 W. Memorial Blvd., Hagerstown, MD 21740

or

Fax: 301-733-6370

Equal Opportunity Employer