

Middle Kentucky



171 Howell Heights
Jackson, KY 41339
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Darrell R. Shouse
Executive Director

JOB OPENING

Middle Kentucky Community Action Partnership, Inc. is accepting applications for the Head Start Program for the Full Time position of Teacher Aide in Lee County.

Job Description

- Keep child attendance records accurate and up to date.
- Assist in maintaining all Head Start performance standards.
- Help maintain that the room, teaching materials and supplies stay in order.
- Keep playground free and clean of hazardous materials and conditions.
- Assist in preparation of teaching materials.
- Work with the teacher to utilize classroom volunteers.
- Establish Positive and productive relationships with families and encourage parent involvement in the program.
- Support family relationships and attend parent meetings.
- Bus Duty is required.

Qualifications

- Must have or be enrolled in coursework leading to an AA Degree or higher in the Early Childhood Education or related field.
- Must have or be willing to enroll in coursework leading to a Child Development Associate Credential (CDA).
- Training/experience working with preschool aged children and their families.
- Must be able to interact with public and children.
- Must pass regular health exam including TB skin test.
- Must pass Criminal Check and Child Abuse/Neglect Check.
- Must pass Random Drug and Alcohol Test.

Deadline : Applications must be received no later than Friday, March 30, 2018 at 12 :00 p.m. Applications can be faxed to (606) 666-9780 – Attn : Human Resource Department, emailed to mkhroffice@mkcap.org, or can be dropped off at any Middle Kentucky location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339

Middle Kentucky Community Action Partnership, Inc. is an Equal Opportunity Employer