



GLENN COUNTY
OFFICE of EDUCATION
Child and Family Services

JOB ANNOUNCEMENT

Position Title: **Teacher Aide**
Program: Head Start
Salary: \$15.02 to \$15.40 per hour
Work Year: 25 hours per week: 11 months (August – June)
Deadline: Until Filled

Qualifications:

- High School diploma/GED
- Hold/qualify for a Child Development Associate Teacher Permit or **willing** to take 12 units in Early Childhood Education within the first year of employment to remain eligible for employment for a second year. Visit <https://www.ctc.ca.gov/credentials/req-child-dev> for permit requirements.
- Experience working with children
- Ability to lift and/or move up to 10-30 pounds and occasionally up to 50 pounds
- Valid California driver license and insured reliable transportation

Responsibilities

- Assist in the implementation of age-appropriate curriculum under the guidance of Teacher/Director.
- Assist Teacher/Director and Teacher in the supervision of children.
- Assist in providing a safe, sanitary, healthy and attractive learning environment.
- Assist in the communication between child and teacher, and parent(s) and teacher when language barriers exist.
- Model appropriate behavior and interact in a positive, friendly and courteous manner with children, staff, families and community volunteers in order to build and foster responsive relationship.
- Provide childcare at parent meetings for the community you work in and other activities, as assigned.

Application Procedure

Applications without the required documentations will not be considered

1. Complete Application and Resume
2. Copy of High School Diploma
3. Copy of Unofficial Transcript(s)
4. Child Development Associate Teacher Permit (if applicable)
5. Letters of Recommendations (1 professional and 1 personal)

How to Apply

- Applicants can apply online at www.glenncoe.org, by clicking the tab "career opportunities."
- Child and Family Services
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