



PINELLAS COUNTY HEAD START/EARLY HEAD START

2210 Tall Pines Drive, Ste. 210
Largo, FL 33771
Phone: 727-547-5979/Fax 727-535-6013

TEACHER ASSISTANT/BUS AIDE

Head Start Child Development & Family Services, Inc. reserves the right to consider agency employees and parents for placement in vacant agency positions prior to publicly advertising job vacancies.

Location Various

Description This position assists the teachers in providing a safe, healthy learning environment in order to promote the growth and development of each child.

Job Responsibilities

- Maintains a daily classroom schedule in order to provide lesson consistency for all the children.
- Writes lesson plans in order to gather materials and resources ahead of time for each curriculum.
- Must maintain accurate record keeping (meal counts, Galileo, attendance, etc.) and involves parents in activities in order for them to assist and participate in their child's development.
- Performs teacher activities and other essential functions related to the position as assigned.

Required Qualifications

- Ability to learn basic curriculum development and implementation approaches for school children.
- Have the ability to establish and maintain effective working relations with others.
- Working knowledge of pre-school children.
- At employment must obtain a physical examination including a TB Test
- Must be insurable by the agency's automobile carrier

Education

High School Diploma or GED, Certificate and **40 Clock hours in Introductory Child Care Training.**
Bilingual (English/Spanish) encouraged to apply.

Additional Information

Position Type: Regular Full Time 10-Month Staff

Salary: \$7.94 – \$12.22 per hour

EEO/DFWP

Contact: To apply contact Human Resource Department at 727-547-5979, fax resume to 727-535-6013 or apply online at www.pinellascountyheadstart.org

Posted: 09/17/2009 **Closing:** Open until filled

Note: We will not contact your current or past employers to verify any of the information contained in the fax/mail resume submission until you have completed the Agency's official application form.