

ENTRANCE POSITION ANNOUNCEMENT

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

METROPOLITAN ACTION COMMISSION

(615) 862-8860, Extension 70105

APPLICATIONS WILL BE ACCEPTED UNTIL AN ADEQUATE POOL IS ESTABLISHED.

HEAD START SUBSTITUTE TEACHER/TEACHER ASSISTANT SALARY: \$93.37 per day (Grade 1a)

POSITION DESCRIPTION: Work hours vary from 6:30 a.m. to 3:30 p.m. Shift may be half day or full day.

Duties include:

- Serve as the lead teacher or classroom assistant teacher
- Assigned to replace regularly assigned employees on sick, professional, personal leave or vacancy on a temporary basis
- Assist with integrating the educational aspects of Head Start
- Member of the classroom staff
- Provide children with a learning environment
- Provide children with varied experiences
- Help children to develop socially, intellectually, physically and emotionally
- Serves as a bus monitor

MINIMUM REQUIREMENTS:

- Minimum of a high school diploma/GED **AND** a CDA (Substitute Teacher Assistant)
- *An AA degree in Early Childhood Education for Substitute Teachers, a Bachelor's degree is preferred in ECE or an equivalent degree (Substitute Teacher)*
- Previous work experience with young children
- Ability to work with children
- Teamwork experience
- Must be physically agile
- Valid Tennessee Driver's License
- Shall be a resident of the State of Tennessee or become a resident of the state within six months of employment with the Metropolitan Government

HOW TO APPLY

Applications can be downloaded from our website at www.nashville.gov/mac

Applicants may fax application and/or resume to (615) 862-8881

Or

Mail to the

METROPOLITAN ACTION COMMISSION

800 Second Avenue North

Nashville, TN 37201

Or

Apply in person Monday through Friday between 9:00 a.m. and 4:00 p.m.

For questions contact the Human Resources department at (615) 862-8860, Extension 70105.

Please be advised that ALL candidates for ANY position with the Metropolitan Action Commission will be subject to a background check.

The Metropolitan Government of Nashville and the Metropolitan Action Commission are equal opportunity employers.

In compliance with Tennessee law, all applications are subject to public disclosure

Requests for ADA accommodations should be directed to Rickie McQueen at (615) 862-8860, Extension 70103

