

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 TEACHER ASSISTANT

SALARY: \$24,172.43

(Grade 1a)

Plus medical, dental, pension and other insurance benefits

POSITION DESCRIPTION: Work hours (7:00 a.m.–3:00 p.m.)

Duties include:

- Assist classroom teacher
- 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
OR an AA degree in Early Childhood Education PREFERRED
- Previous work experience with young children
- Ability to work with children
- Teamwork experience
- Must be physically agile
- Valid Tennessee Driver's License

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.

