

# 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.

## TEACHER ASSISTANT-BEFORE CARE (19 HOUR) SALARY: \$10.516/HOUR

Work hours: (Monday-Thursday, 6:00 A.M.–10:00 A.M.) (Friday, 6:00 A.M.-9:00 A.M.)

### POSITION DESCRIPTION:

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

### MINIMUM REQUIREMENTS:

- Minimum of a high school diploma or GED
- Valid Tennessee Driver's License
- Previous work experience with young children
- Ability to work with children
- Teamwork experience

### HOW TO APPLY

Applications can be downloaded from our website at [www.nashville.gov/mac](http://www.nashville.gov/mac)

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

Or

Mail to the

METROPOLITAN ACTION COMMISSION

800 2<sup>nd</sup> Avenue North

Nashville, TN 37201

Or

Apply in person Monday through Friday between 9:00 am and 4:00 pm.

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 862-8860 Extension 70103

