

To: ICAP Employees
From: Personnel Office
Re: Job Vacancies Announcement
Date: May 7, 2019

We have positions open in the Brookings, Madison and Watertown Head Start Centers to begin in late July 2019. **Concurrent advertising is being done within the agency and to the general public.** Present staff applying will be given first consideration. Contact the Madison office for the complete job description. If you are interested in applying, notify the personnel office in Madison of your intent to apply. **The closing date to apply for all positions is 5/20/19.**

Brookings Head Start Assistant Teacher

Duties:

- Act as a Teacher in the absence of the Teacher.
- Assist in preparing lesson plan in assigned area and submit to teacher for review.
- Promote sound social and emotional growth and development through recognizing individual differences and cultural patterns.
- Accompany teachers on initial home visits and others as needed.
- Clean classroom at the end of each session and prepare for the next session. Clean bathrooms daily; assist in cleaning the kitchen; vacuum and sweep floors; empty garbage cans.

Qualifications:

- Center Based Child Development Associate Certification or Associate or Bachelor degree in an accredited program in Early Childhood Education, or a degree in any field.
- One (1) year experience and/or training working with children, preferably with preschool age children or infants and toddlers or equivalent combination of education and experience.

Hours / FLSA Status / Grade 3:

- Nonexempt position
- 32 hours per week, 36 weeks per year
- \$10.39 - \$15.20 per hour, based on education and experience

Brookings Head Start Classroom Aide

Duties:

- Assist all children, individually or in groups, with lesson assignments to present or reinforce learning concepts with the teacher.
- Assure the care, safety and well-being of all children in the group.
- Promote sound physical, social and emotional growth and development through recognizing individual differences, diversity and cultural backgrounds.
- Clean up classroom, including all learning areas and toys and equipment. Clean bathroom as needed.
- Assist the Cook as deemed necessary.

Qualifications:

- High school diploma or general education degree (GED).
- One (1) experience and/or training working with children, preferably with preschool age children or infants and toddlers preferred.

Hours / FLSA Status / Grade 1:

- Nonexempt position
- 24-28 hours per week, 38 weeks per year
- \$9.10 - \$10.25 per hour, based on education and experience

Madison Head Start Classroom Aide

Duties:

- Assist all children, individually or in groups, with lesson assignments to present or reinforce learning concepts with the teacher.
- Assure the care, safety and well-being of all children in the group.
- Promote sound physical, social and emotional growth and development through recognizing individual differences, diversity and cultural backgrounds.
- Clean up classroom, including all learning areas and toys and equipment. Clean bathroom as needed.
- Assist the Cook as deemed necessary.

Qualifications:

- High school diploma or general education degree (GED).
- One (1) experience and/or training working with children, preferably with preschool age children or infants and toddlers preferred.

Hours / FLSA Status / Grade 1:

- Nonexempt position
- 20 hours per week, 38 weeks per year
- \$9.10 - \$10.25 per hour, based on education and experience

Watertown Head Start Bus Monitor

Duties:

- Responsible for direct loading and unloading of children on bus to prevent congestion and unsafe conditions.
- Take phone calls and dispatch information to the driver.
- Ensure all children are secure and using seatbelts correctly.
- Interact with children on the bus.
- Perform emergency evacuation if necessary.
- Maintain contact with children until they are turned over to staff upon arrival and to responsible party upon return to designated destination.
- Monitor conduct of children to ensure and maintain discipline and safety.

Qualifications:

- High school diploma or general education degree (GED) preferred.
- One (1) year related experience and/or training preferred or an equivalent combination of education and experience preferred.
- Ability to pass a pre-employment drug test.

Hours / FLSA Status / Grade 1:

- Nonexempt position
- 34-36 hours per week, 36 weeks per year
- \$9.10 - \$10.25 per hour, based on experience

APPLICATION CLOSING DATE FOR ALL POSITIONS IS MAY 20, 2019

ICAP is an equal opportunity provider and employer 