



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Job Vacancy Announcement**

Title	Type	Date Opened
Teacher Assistant/Bus Monitor	Full Time/Non-Exempt	03/10/2017
Department/Location	Entry Level	Date Closed
Head Start/TBD	*\$8.36 to *\$9.61 per hr.	Opened Recruitment

\*Varies with education

**Required Education & Experience:**

High School Graduate or General Education Degree (GED) with a Child Development Associate (CDA) Credential or currently enrolled in a CDA program to complete the credential within one year upon date of hire. (Proof of enrollment must be provided); AA or BA Degree in Early Childhood Education with 2 to 4 years related experience in an early childhood educational setting. An equivalent combination of education, training and experience may be considered.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities:**

Organizes and leads activities of pre-kindergarten children in Head Start. Assists classroom teacher. Rides bus and assists driver in safely transporting children between center and home.

- Organizes and participates in games, reads to children, and assists teacher in carrying out individual and group activities to stimulate growth in language, social and motor skills.
- Directs children in eating, resting and toileting. Maintains discipline.
- Assists teacher in formulating weekly lesson plans. Prepares lesson plan independently quarterly.
- Prepares and submits designated reports in accordance with established time frames.
- Assists in maintaining a safe and healthy environment in accordance with regulations.
- Rides the bus, supervising children, maintaining discipline.
- Serves as back up driver as needed.

**Knowledge:**

Applicant must be able to:

- Read and comprehend instructions, correspondence and memos. Understand basic math.
- Use basic computer skills to enter and extract data.

Applicant must have:

- CDL with the Passenger and School Bus Endorsement
- Food Handler's License, CPR & First Aid Certification
- Annual physical and current negative TB test
- Child Development Associate Credential or AA/BA Degree in Early Childhood Education

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

**"An Equal Opportunity Employer"**

**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**