



*Transforming People
and Communities*

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JOB BULLETIN

From: Emily Knutson, HR Generalist

Date: November 15, 2021

LTE Early Childhood Assistant

Work site: Clintonville Head Start, Clintonville, WI

Start Date: as soon as possible

Starting Pay: \$11.26-\$12.27 per hour, depending on experience

Sign-on Bonus: **\$1,000—details at time of interview**

Status: LTE (less than 20 hours per week), flexible schedule. Summer layoff

Benefits: 401K

Duties: Will be responsible for assisting the teacher in preparing and conducting developmentally appropriate activities in the classroom and/or for the supervision of the children on the bus to and from their pick up, drop off locations and the center.

Minimum Qualifications:

- Completion of high school or equivalent and **completion of two courses in Early Childhood Education** from an institute of higher education; AND **six months related work experience** working directly with young children.
- Must obtain and maintain a certificate for CPR within three months of hire
- Must be able to work effectively in multi-cultural situations.

Candidates will be required to show proof of being fully vaccinated against COVID-19, as defined by the CDC, upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

CAP Services is an Equal Opportunity Employer