

# JOB POSTING

Job# CC-33-18GS

Job Title: Associate Teacher, Early Childhood Services  
Pay Grade: Non-Exempt  
Location: Good Shepherd, 151 E. Briarcliff Road, Bolingbrook IL 60440  
Reports to: Senior Site Supervisor  
Work Hours: Monday – Friday, 8:30am – 5:30pm (Full Year)

## **General Responsibilities:**

Under the supervision of the Site Supervisor and the assigned Teacher, the Associate Teacher is responsible for adhering to the guidelines of the U.S. Department of Health and Human Services Head Start Performance Standards related to Early Childhood Services in conjunction with State Licensing Standards. The Associate Teacher is responsible for day to day operations of the classroom in the absence of a Bachelor degreed teacher. It is the expectation that programmatic recruitment takes place throughout the community as specified and designated.

## **Qualifications:**

1. Associates of Arts Degree in Child Development with 36 or more hours of college credits in Child Development or related field. All degrees must come from a regionally accredited educational institution which has U.S. Department of Education approval.
2. One to three years of experience working with young children and families in a Child Care setting is required.
3. Good written and verbal communication skills; Proficiency in the use of computer software programs and data bases.
4. Demonstrate the skill and competence to meet personal qualifications as required in Part 407: Licensing Standards for Day Care Centers.
5. At least 18 years of age.

Non-probationary, qualified employees wanting to fill the posted vacancy should submit a resume and a letter of interest to Human Resources:

**ATTN: CC-33-18GS**  
**EMAIL: HR@CC-DOJ.org**  
**FAX # (815) 724-1275**

Letters of interest and resumes must be received as soon as possible.