

**Cumberland Community Action Program, Inc.  
Job Vacancy Announcement**

<b>Title</b>	<b>Type</b>	<b>Date Opened</b>
Substitute Teacher Assistant/Bus Monitor	Part Time/Non Exempt	Open Recruitment
<b>Department/Location</b>	<b>Entry Level</b>	<b>Date Closed</b>
Head Start/TBD	\$8.04/hr	Open Recruitment

**Required Education & Experience:**

High school diploma or GED with 2 years experience with preschool aged children in an education setting; or equivalent combination of education and experience.  
Child Development Associate Credential (CDA) or AA in Early Childhood Education is preferred.

**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 be able to pass a post offer physical examination.  
CCAP, Inc. is an “at-will” employer. Either the employee or CCAP, 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:**

Assists classroom Teacher by:

- Organizes and leads activities of pre-kindergarten children, such as reading, playing games, carrying out individual and group activities to simulate growth in language, social and motor skills.
- Directs children in eating, resting and toileting. Maintains discipline. Serves meals and refreshments to children and regulates rest and play periods.
- Assists in maintaining a safe and healthy environment in the classroom, center, playground and on bus.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Helps children remove outer garments when needed.
- Rides bus, supervising children. Escorts children to and from bus and home and at the center, ensuring the child is placed in appropriate adult care and never left unattended. Maintains records of pick up and drop off.

**Knowledge:**

Applicant must be able to:

- Read and comprehend instructions; write basic correspondence. Present information to parents.
- Work with young children and their families effectively.

Applicant must have or acquire:

- CPR and First Aid certification
- Annual TB test with negative results; annual physical.

**How to Apply:**

Applications may be obtained at Cumberland Community Action Program, Inc., 316 Green Street, Fayetteville, NC or download an employment application at [www.ccap-inc.org](http://www.ccap-inc.org). Please direct all applications to the attention of Human Resource.

**“An Equal Opportunity Employer”  
Cumberland Community Action Program, Inc. hires only United States citizens and lawfully  
authorized aliens who are in compliance with the  
Immigration Reform and Control Act.**