

GCCARD Head Start is accepting applications for employment for the following positions:

PROGRAM ASSISTANTS

Salary: \$14.00; up to 28 hours per week depending on site assignment.

General Statement of Duties: Performs a variety of para-professional tasks and food service tasks under the direction of the teacher; assists the teacher in overall classroom operation, classroom activities and paperwork.

Qualifications: Possession of a high school diploma or completion of high school equivalency. Access to reliable transportation to the center. Ability to work effectively with others. Complete physical when hired or more frequently as required by state, local, or federal law. Ability to follow instructions.

Must be able to bend and stoop as well as lift weight of 30 - 50 pounds (a child of preschool weight, equipment, etc.). Must meet employment screening criteria for criminal and character backgrounds. Must be free of any substantiated child abuse and neglect charges per the Department of Human Services registry, (i.e., violence, sexual abuse, etc.).

PROCEDURE TO APPLY FOR ABOVE POSITION:

All applicants must submit an application either by mail or walk-in at GCCARD Head Start, 711 N. Saginaw St, Suite 206, Flint, MI 48503. Required to work throughout Genesee County and must have access to reliable transportation.

No copies will be made at this office.