

JOB VACANCY

Position: Substitute
Location: Allen, Noble and Whitley County
Hours: 7:00 a.m. - 6:00 p.m. Monday – Friday, as needed
Salary Range: \$6.50 - \$9.20 per hour

JOB DUTIES

1. Assist the teacher in providing a varied learning environment, which will promote age appropriate growth and development.
 2. Assist the teacher in communicating regularly with parents.
 3. Assist on bus as a bus monitor.
 4. Assist the teacher in completing paperwork.
 5. Prepare and serve food for lunch and snacks.
 6. Assist with ensuring classroom and kitchen areas are kept clean and orderly.
 7. Assist the teacher in planning activities.
 8. Perform all other duties as assigned.
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SKILLS AND QUALIFICATIONS

1. Must possess a high school diploma or GED, and two (2) years experience in early childhood.
 2. Strong oral (speaking and listening) and written communication skills.
 3. Knowledge of recordkeeping.
 4. Ability to relate well with individuals from a variety of socio-economic backgrounds particularly low-income.
 5. Must be willing to acquire certification in CPR and First Aid.
 6. Able to lift up to forty (40) pounds and stand up to forty-five (45) minutes.
 7. Able to participate in physical activities (stooping, jumping, bending, etc.).
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OPEN ENDED JOB POSTING – There are no ending dates on this particular posting.

While there may not be a specific job vacancy at this time, applications are being solicited to have on hand when vacancies arise. Applicants will be considered active for a period of 60 days. Applicants will be contacted when vacancies occur.

FOR FURTHER INFORMATION,

CONTACT HUMAN RESOURCES DEPARTMENT

**APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD., FORT WAYNE, IN
8:30 A.M. – 4:30 P.M., MONDAY – THURSDAY, OR 9:00 A.M. – 11:00 A.M.,
FRIDAY OR VIA THE INTERNET AT canihr@canihelp.org**