



HELPING PEOPLE. CHANGING LIVES.

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Website: [www.picca.info](http://www.picca.info)  
Executive Director: Andrew Binegar

## **JOB POSTING**

**DATE:** May 31, 2019

**DEPARTMENT:** Head Start/Early Head Start

**POSITION TITLE:** Substitute Assistant Teacher

**SALARY RANGE:** \$12.25, commensurate with experience and education

**HOURS:** as needed

**JOB SUMMARY:** Work with preschool classroom teacher to implement developmentally appropriate classroom activities for children ages 3-5 years for meeting the educational, social, emotional and physical needs of children. This position for substitute assistant teacher could involve hours for the morning and/or afternoon session Monday through Thursday. There could also be opportunities to substitute in our infant toddler full-day classroom, including Fridays. All hours would be arranged on an as needed basis, with no guarantee of hours scheduled.

**QUALIFICATIONS:** High School Diploma required. Associate Degree in Early Childhood and experience preferred.

**DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.**

**DEADLINE FOR APPLICATION:** Until positions filled

**SEND RESUME' AND COVER LETTER TO THE ATTENTION OF:** Debbie Hoffman, Early Childhood Assistant Director, PICCA Head Start, 145 E. Corwin Street, Circleville, Ohio 43113 or by email at [dhoffman@picca.info](mailto:dhoffman@picca.info)

**PICCA is an Equal Employment Opportunity Employer**

***Affirmative Action Policy Statement:***

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center  
97 Miller Avenue  
Ashville, Ohio 43103  
740-983-2530

Corwin Center  
Head Start  
145 East Corwin Street  
Circleville, Ohio 43113  
740-474-7411

Ohio Center  
Early Head Start/Head Start  
722 Clinton Street  
Circleville, Ohio 43113  
740-474-9544