



## HEAD START SUBSTITUTE TEACHER ASSISTANT

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at [www.seta.net](http://www.seta.net).



We are looking for Substitute Teacher Assistants to provide a variety of assistance with educational activities at a Head Start program site operated by the Sacramento Employment and Training Agency.

**Position Summary:** Under general supervision, to assist with planning and conducting classroom activities which provide individual developmental experiences for Head Start children; to supervise and assist children with learning activities; to work with parents; to assist with educational activity planning, assisting with teaching functions; helping to prepare instructional materials, and to perform related work as required.



**Salary:** \$10.50 per hour

### Minimum Qualifications:

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Previous experience in working with pre-school children on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.



## **SPECIAL REQUIREMENTS:**

Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date.

## **HOW TO APPLY:**

A completed SETA application must be submitted using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

**Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and copies of immunization records for MMR, TDAP and flu (or flu waiver).**

**POSTING DATE:** Continuous Filing

SETA is an Equal Opportunity Employer

