



## 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 Head Start Substitute Teacher Assistants to provide a variety of educational activities at a program site for the Head Start Program operated by the Sacramento Employment and Training Agency.

**Position Summary:** Under general direction, to plan and conduct activities for children 6 months to 5 years old in a day care program; to provide direction to child care program teacher assistants and parent volunteers; and to do related work as required.

**Salary:** \$17.40 per hour

### Minimum Qualifications:

Possession of a minimum of six (6) college units in Early Childhood Education (ECE) or equivalent education.

Knowledge of Day Care programs and functions; developmental stages and needs of infants to 5 years old; child abuse reporting laws; problems and needs of low-income families; and teaching methods and techniques.

*The recruitment for this position may be virtual, meaning exams and interviews will utilize electronic mediums such as video conferencing.*

**Who May and 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 provide copies of immunization records for MMR, TDAP and flu (or flu waiver).**

Auxiliary aids and services are available upon request to individuals with disabilities.

**Posting Date:** Continuous Filing

