

## Gaston Community Action, Inc.

Post office Box 1653, 223 N. Morris Street  
Gastonia, North Carolina 28053

Office: (704) 866-8721

Fax: (704) 866-8725

### Advertisement

(Head Start Current and Former Parents are encouraged to apply)

<b>Job Title:</b>	Substitute	<b>Job Category:</b>	Human Service
<b>Department/Group:</b>	Head Start	<b>Travel Required:</b>	Yes
<b>Location:</b>	Gaston and Lincoln County	<b>Position Type:</b>	Full-Time (30 hours per week) Non-Exempt
<b>HR Contact:</b>	Travice Conner	<b>Date posted:</b>	6/1/2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>Fax, E-mail, or Online:</b> (704) 866-8725 or <a href="mailto:travice.tatum-conner@gastonca.org">travice.tatum-conner@gastonca.org</a> <b>Subject Line: Teacher Assistant</b> <b>Attention: RE:</b> <b>Online:</b> <a href="http://www.gastonca.org">www.gastonca.org</a>		<b>Mail:</b> <b>Gaston Community Action, Inc.</b> Human Resource Manager P.O. Box 1653 Gastonia NC 28054	
<b>Job Description</b>			
<b>Role and Responsibilities</b> Assist the classroom in providing meaningful educational experiences to the children assigned to the classroom; has the responsibility of assisting the classroom teacher or assistant in providing documentation regarding the families and children entrusted to them, and decisions are made on a routine level under the direction of the classroom teacher or assistant. On occasion, they have daily contact with the families participating in the program and the general public. The employee has no supervisory responsibility. The employee must abide by the minimum standards for Child-Care Centers, Head Start Performance Standards, and other Program Policies and Procedures.			
<b>Qualifications and Education Requirements</b> <ul style="list-style-type: none"><li>• High School Diploma or GED</li><li>• Credential I and II</li><li>• 3 - 6 months working with three and 4-year-old children</li></ul>			
<b>Special Skills</b> <ul style="list-style-type: none"><li>• Bilingual</li></ul>			
<b>Reviewed By:</b>		<b>Date:</b>	5/23/2022
<b>Approved By:</b>		<b>Date:</b>	5/23/2022
<b>Last Updated By:</b>	<i>Travice Conner</i>	<b>Date:</b>	5/23/2022

Gaston Community Action, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.