



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Substitute Teacher Assistant

Location: Peninsula and Southside

Component: Head Start

Qualifications: Requires a High school Diploma or GED. Must have the ability to work and maintain high standards of professional ethics. Ability to be flexible with work assignments. Experience working with children. Excellent communication skills, especially good listening and writing skills. Acceptable Criminal background check, TB Tine Test, and physical required at time of employment.

Duties: To assist the teacher in providing a successful, safe and supervised educational setting for children, while they are in the Head Start environment (classroom, outdoor play area, and field trips)

Salary: Hourly rate \$9.00

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

The Hampton Roads Community Action Program is an Equal Opportunity Employer