



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	Interested Persons: <ul style="list-style-type: none"> <li>• YVEDDI Service Centers</li> <li>• Surry Community College</li> <li>• Employment Security Commission</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director <i>K Payne 5-10-15</i> Yolanda Saffo, Program Coordinator/Center Director
<b>Date:</b>	4/8/2015
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Substitute Teacher</b>
<b>Location Address:</b>	113 Maple Street, Boonville, NC 27011
<b>Work Schedule:</b>	Monday-Friday (June-October) Part Time-Seasonal
<b>Wage Range:</b>	\$7.50 to \$7.88 per hour DOE
<b>Starting Date:</b>	June 1, 2015
<b>Job Objective:</b>	<ol style="list-style-type: none"> <li>1. assists the teacher in the implementation of the weekly plan of activities, help maintain records and reports, assists in maintaining direction and supervision of children, and keep teacher informed of problems as they arise in the classroom</li> <li>2. works with the teacher in maintaining a supportive social and</li> <li>3. emotional environment for the children</li> <li>4. assists the teacher in establishing and maintaining good communication with parents, volunteers, and other community partners</li> <li>5. assists in providing a physical environment conducive to learning, consistent with health, safety, and developmental needs of children</li> <li>6. must be sensitive to the needs of migrant families</li> <li>7. must be able to communicate effectively (verbal and written), bilingual strongly preferred</li> <li>8. must be able to complete, file and maintain records and reports</li> </ol>
<b>Education Requirements:</b>	<p><b>Preferred:</b> Associate or Bachelor's in Early Childhood or related field with relevant experience working with birth – five year old children and must be at least 18 years of age.</p> <p><b>Accepted:</b> (I/T Sub) Infant/Toddler Child Development Associate (CDA) with enrollment in an Associate's Degree program, and must be at least 18 years old (Pre-School Sub) must have an Associate Degree in Early Childhood and must be at least 18 years old</p>
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	<b>Employment Application available for download at</b> <a href="http://www.yveddi.com">www.yveddi.com</a> Yolanda Saffo <a href="mailto:ysaffo@yveddi.com">ysaffo@yveddi.com</a>

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