

**TOWN OF NORTH HAVEN
PERSONNEL REQUISITION**

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: February 19, 2016

Closing Date: When filled.

FROM: COMMUNITY SERVICES/RECREATION

DEPARTMENT: COMMUNITY SERVICES

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Day Care Teacher's Assistant	Grant	\$12.46	\$12.46

PERMANENT: **X** TEMPORARY: **NO** If Temporary, for how long? WHICH SHIFT? **DAYS**

FULL TIME: **YES** HOURS: **35 HRS/WEEK** PART TIME If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes **X** No

ADDITION: Yes No **X** If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL **X**

COLLEGE

COMMERCIAL OTHER

EXPERIENCE:

Ability in oral and written communications. Ability to establish and maintain effective working relationships with supervisors, associates and the general public. Ability to plan activities for day care. Ability to understand and follow oral and written instructions. Ability to plan age appropriate activities for day care children. Ability to maintain confidentiality in regards to day care enrollees. Possesses knowledge of child development and the needs of children. Knowledge of Child Nutrition Program and meal planning. Ability to use routine office equipment. Computer literacy and ability to use in program implementation. Knowledge of Excel and the ability to create forms.

18 years of age, high school diploma and previous experience working with Children. At least a Child Development Associate (CDA) Credential or an Associate Degree in Child Development or Early Childhood Education or higher.

APPROVED BY: _____SEL

_____DCS-R