

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: April 7, 2017

Closing Date: When filled.

FROM: COMMUNITY SERVICES/RECREATION DEPARTMENT: COMMUNITY SERVICES/RECREATION

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	3	Day Care Teacher's Aide	Grant	\$11.30	\$11.30

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: No HOURS: PART TIME Yes If part time, what hours or days? 2:30 PM – 5:30 PM
Hours may increase seasonally in accordance with Town Policy

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

The ideal candidate must possess experience working with pre-school and school age children. The Part-time Teacher's Aide will demonstrate dependability, creativity, and the ability to motivate children with diverse backgrounds.

In addition the Part-Time Teacher's Aide will have an understanding of developmentally appropriate practices and the ability to work with challenging behaviors.

Little or no physical demands are required to perform the work. The employee is occasionally required to lift, push or pull objects such as books, tables and chairs.

Applicants will be subject to a pre-employment physical with a drug screening, fingerprinting and a background check.

A minimum of a high school diploma and a Child Development Associate Certificate (CDA) or working toward a CDA. Individual will be required to work up to 19 hours per week.

APPROVED BY: _____SEL

_____DCS-R