

# POSTING OF VACANCIES at Little Hearts Early Childhood Center

## Part-Time and Full-Time Positions Available

**Deadline to Apply: Until Filled**

### Early Childhood Instructors

#### Minimum Qualifications:

- Minimum of 30 hours of college coursework with a minimum of 6 hours of ECE including child development or a CDA credential
- Experience with young children

### Early Childhood Teacher's Assistants

#### Minimum Qualifications:

- High School diploma
- Some college coursework preferred
- Experience with young children

#### Salary/Benefits:

- Salary to be determined on education and work experience
- Benefits available

#### Requirements:

- Must be physically able to perform the job of an Early Childhood Teacher including able to lift children and/or equipment up to 50 pounds; able to stoop, bend, sit, and stand for extended periods of time; able to move quickly
- Must have a warm, supportive attitude towards children; be reliable
- Must be flexible and have adaptability skills; accept feedback and constructive criticism; willing to perform other duties as assigned.

#### Responsibilities:

- Establish a safe, healthy learning environment
- Advance physical and intellectual competence
- Support social and emotional development and provide positive guidance
- Establish positive and productive relationships with families
- Ensure a well-run purposeful program responsive to participant's needs
- Maintain a commitment to professionalism

To apply, please submit: cover letter, resume, and application to:

Andrew D. Johnson, Superintendent, Effingham CUSD #40 2803 S. Banker, PO Box 130, Effingham, IL 62401, or submit electronically to [employment@unit40.org](mailto:employment@unit40.org). Application and email address can be found at the above address or [www.unit40.org](http://www.unit40.org).

Date of Posting:  
April 17, 2024