



P.O. Box 67, 320 Pensacola Road, Burnsville, NC 28714

Are you looking for a career where you will have the opportunity to transform lives? Would you like to be a part of a professional work family atmosphere, where helping others is our shared vision? Would you like to **LIVE**, **WORK**, and **PLAY** in the beautiful mountains of Yancey County – The Gateway to Mount Mitchell? If all of that sounds appealing to you, consider joining us at Yancey County Department of Social Services!

### **JOB VACANCY**

#### **EDUCATIONAL/DEVELOPMENTAL AIDE II**

Salary Range for EDA II: \$28,162-\$35,907

Closing Date: Until filled.

We are looking for employees that meet the qualifications in the Job Description. Candidates who do not meet the minimum requirements for Educational/Developmental Aide II may be considered as an Educational/Developmental Aid I with a hiring salary of \$25,838.

### **APPLICATION PROCESS**

Interested candidates should submit:

- Letter of Interest
- [Yancey County Employment Application](#)
- Transcripts
- Three (3) references to:

Yancey County DSS  
Attn: Michele Wood  
PO Box 67  
Burnsville, NC 28714  
or to [michele.wood@yanceycountync.gov](mailto:michele.wood@yanceycountync.gov)

Applicants will only be given credit for information provided in response to the application process in order to receive full credit for their education, training, and experience. No additional information will be solicited by Yancey County DSS.



## **Educational / Developmental Aide II Job Description**

This position serves as an aide to the classroom teacher and performs paraprofessional instructional work in educational and developmental areas in early childhood education center for children ages birth to five. Employees are assigned instructional as well as housekeeping tasks and responsibilities for supervising play and meal activities. This position supervises play, meal, toilet, and rest time activities; assists with meal preparation; performs light housekeeping duties; and provides for the safety and supervision of the children. Most activities carried out are centered around play, sleep, and eating. Responsibilities also include assisting the teacher in developing lesson plans and preparing classroom activities. Work is performed according to daily schedules, lesson plans, goal statements, curriculum guides, internal policies and procedures, and oral instructions.

### **RECRUITMENT STANDARDS**

#### Knowledge, Skills, and Abilities:

Interest and some knowledge and understanding of child growth and development in order to appropriately meet the physical, mental, and emotional needs of children ages birth to five. General knowledge of reading, writing, and arithmetic, and the ability to assist teachers in conveying this knowledge to children. Ability to establish rapport with children and their families, and to assist teachers in maintaining a safe and supportive learning environment.

#### Minimum Education and Experience:

Graduation from high school or equivalent and one year of experience working with children; or Associates degree in child development program; or an equivalent combination of education and experience.

#### **BENEFITS:**

- Affordable NC State Medical Insurance
- Dental, Vision, Critical Illness, Accident, and Hospital Insurance
- Local Government Employees Retirement Plan
- 401K/457 Plans
- Paid Vacation and Sick Leave
- Short and Long Term Disability, Term and Whole Life Insurance