



Chairperson  
W. Harold Tuck

President and CEO  
Rudolph A. Johnson, III

## SUBSTITUTE RECRUITMENT & SELECTION PROCESS

### Classroom Substitute for Pre-School Children - Salary: \$10.50 per Hour

#### REQUIREMENTS

Must have successfully completed six (6) units or more of CD/ECE from an accredited college/university or 4 months of ROP Training in a Child Development Program.

#### PROCEDURES

1. The purpose of Round-Up Forum is to provide an overview of the program and its requirements and recruit individuals for the classroom substitutes list. Applications can be retrieved from our website, Receptionist, or NHA Head Start centers.
2. Complete a NHA employment application, attached official college transcript and submit to the Human Resources Department. Human Resources will review applications to determine if applicant meets the requirements. Applicants who meet the requirements will be invited to the Round-Up.
3. Substitute Round up Schedule (at 5660 Copley Drive): Wednesday, August 18, 2010 from 1pm – 5pm; and Wednesday, November 17, 2010 from 1pm – 5pm. Only interested applicants who meet educational requirements will be invited to the Round Up.
4. Each Substitute Round Up session is limited to 15 individuals.

#### What to bring to the Substitute Round-Up (if available)

- Item A. Tuberculosis test results (results must be within a year from date of application); or
- Item B. Chest X-ray results (X-Ray date must be within 4 years of application date). A chest X-Ray is needed if your TB test is positive;
- Item C. Satisfactory physical (health screening) within one year of application date.

#### Other information

- NHA will address policies and expectations at the Round Up.
- Applicants will complete necessary paper work for payroll if cleared (HR will process appropriate paperwork and forward to the Payroll Department when all requirements have been met) Post Round Up.
- Applicants' Criminal Background Clearance will be verified through Community Care Licensing prior to being assigned to work in a center with children. Post Round Up.
- Applicants' references will be checked prior to being placed on payroll and assigned approved to work. Post Round Up
- Proof of eligibility to work in the U.S., e.g. Driver's License or ID card and social security card; or U.S. Passport will be required. Post Round Up.