



JOB ANNOUNCEMENT

Classroom Assistant	
Head Start	Closing Date: September 18, 2017
26 Hours/Week – 41 Weeks/Year	Salary: \$10.52-\$12.43/hour PTO/Dental/Retirement benefits
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submission to the Child Care Division with processing fee. **Registry results MUST be included with the UCAN job application.** The on-line link for the CCD199 is: http://www.oregon.gov/EMPLOY/CCD/pages/on-line_application_informationpage.aspx Please allow 4-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

THE POSITION: In partnership with teaching staff, provide education services to children enrolled in assigned classrooms. **Essential Functions of the Job:** 1. Willingly work at any classroom site assigned; review lesson plan upon arrival to determine the classroom plan for the day. 2. Share responsibility of maintaining a safe and healthy classroom environment. Maintain a receptive atmosphere in the classroom through open communication. 3. Nurture children and respond to their individual needs using developmentally appropriate practices while following a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and transitions between activities. 4. Encourage parent participation in the classroom, field trips, and other family activities. 5. Assist in keeping classroom clean and organized. 6. Observe children and document observations as directed by teacher. 7. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. **NOTE:** Regular and consistent attendance is required. Flexible work hours could be required with some evening meetings.

MINIMUM QUALIFICATIONS: Child Development Associate certificate (CDA) OR a one year Early Childhood Education certificate issued by an accredited college OR Associate degree in early childhood education OR related degree and coursework equivalent to 18 credits early childhood education from an accredited college OR willingness to attend training and work to acquire a CDA within one year. At time of appointment, be enrolled in the Criminal History Registry. Within 30 days of employment, must: 1) acquire an initial first aid card and renew as necessary to keep current, 2) must acquire an initial food handler's card and renew as necessary to keep current, and 3) participate in a staff health appraisal. Oregon driver license not required, but preferred.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of office work flow systems; considerable knowledge of data entry and database maintenance procedures; considerable knowledge of research techniques and procedures, including online research. **Skill in:** Collecting data for program operations; composing correspondence; processing information utilizing automated equipment; use of Microsoft Word and Excel; Access helpful. **Ability to:** Communicate effectively in both oral and written forms; and establish and maintain records, reports and statistical data; prioritize workload and handle deadlines; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; maintain confidentiality; work as part of a team; courteously meet and deal effectively with other employees, other agencies, committees and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, lifting and carrying up to 5 pounds, keyboarding, reaching, sitting, standing and walking. Work is typically performed under very comfortable working conditions. Work requires frequent mental and/or visual attention.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucan.org
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER
 UCAN – Creating solutions to poverty! Improving lives in our community!