



## UCAN Employment Opportunity

Early Head Start Teacher	
Early Head Start	Closing Date: Open until filled
Budgeted Hours: 40 hrs/wk – 52 wks/yr	Salary: \$13.04-\$18.01 (depending on degree and experience)
<b>APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND PROOF THAT YOU HAVE APPLIED FOR THE CRIMINAL HISTORY REGISTRY AND COPY OF DEGREE AND TRANSCRIPTS.</b>	

**ATTENTION:** Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry and submission to the Child Care Division with processing fee. **Proof of registry application MUST be included with the UCAN job application.** The on-line link for the Registry application is: <http://www.oregon.gov/OCC/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:** Provide and coordinate education services to children and their families enrolled in assigned classroom. Work in partnership with parents on child issues as they relate to the family. Provide direction and leadership to classroom assistant and classroom volunteers. **Essential Functions of the Job:** In a classroom environment, follow the assigned curriculum and developmentally appropriate practices, observe children weekly and regularly document progress as directed by child development services supervisor. Assist lead teacher in planning and carry out daily activities as designed in weekly lesson plan. Conduct family partnership meetings, home visits and parent conferences. In the child's home environment, and based on family's schedule meet with them twice a year. Follow the assigned curriculum and developmentally appropriate practices to provide education information. Observe child and regularly document progress in web based data system as directed by supervisor. Plan and carry out activities as designed in lesson plan. Conduct parent conferences. Conduct monthly social activities for all families. Document all child and family contact information, attendance, observations and lesson plans in web based data systems. 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. Complete developmental and behavioral screenings on each assigned child within 30 days of enrollment, and refer children with special needs for additional assessment and services. Work collaboratively within a team setting with teacher and classroom assistant team members; provide clear expectations; observe their performance in working with children in the classroom and outdoor settings, and give verbal and written feedback using meeting notes. Participate in family staffing for each child with child development team, bus driver, community agencies, therapists, and DHS worker or family support and/or resource people as appropriate for planning and sharing information. Meet with speech therapist, child development team and appropriate managers on a monthly basis using meeting notes for documentation. Participate in IFSP meetings as requested by special services coordinator. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. Respect the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations. **NOTE:** Regular and consistent attendance is required. Flexible work hours could be required with some evening meetings.

**MINIMUM QUALIFICATIONS:** Associates degree in early childhood education with 18 infant/toddler credits OR degree and coursework equivalent to early childhood education and 18 infant/toddler credits WITH experience teaching infant/toddler children OR a Child Development Associate Certificate (CDA). Current driver's license is required with driving record to be provided at time of interview. At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of appointment, must be enrolled in the Criminal History Registry. **NOTE:** Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of child development; considerable knowledge of educational curriculum and development of child progress plans. **Skill in:** Planning and implementing lessons, observing, identifying, and recording children's levels of development; basic use of computers. **Ability to:** Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; work within a team structure; estimate time and materials to manage time efficiently; multi-task; establish and maintain records, reports, and statistical data; represent Head Start in a variety of settings; maintain confidentiality; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; use large and small group leadership skills; courteously meet and deal effectively with coworkers, children, families and the public. Must follow all safety rules and practices and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

**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.ucanap.org](http://www.ucanap.org)

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