JOB ANNOUNCEMENT
Classroom Assistant – Floater

<table>
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<tr>
<th>Head Start</th>
<th>Closing Date: Open until Filled</th>
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<td>29 Hours/Week – 43 Weeks/Year</td>
<td>Salary: $12.00-$18.00/hour, based on education and experience</td>
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<td>PTO/Dental/Benefit</td>
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APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND PROOF CRIMINAL HISTORY WAS STARTED

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. Proof Criminal History was started 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 in any classroom assigned. 2. Within a team of head teacher, teacher, and classroom assistant, assist in classroom; maintain awareness of classroom plans through daily review of lesson plans, and support team with implementation of all activities. Maintain open communication with all team members. Participate in providing a safe and healthy environment on a daily basis. 3. Provide food service in compliance with sanitation and USDA regulations. Provide a developmentally appropriate, nurturing rest time in accordance with childcare division rules. 4. Communicate with children and families in a positive manner, demonstrate positive child guidance techniques. 5. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. 6. Respect the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations. 7. Observe children weekly as directed by the teacher. 8. Rotate, wash, dry laundry for assigned classroom weekly at main Head Start office. 9. Transport meals daily for assigned classroom site. NOTE: Regular and consistent attendance as required. Flexible work hours could be required with some evening meetings.

MINIMUM QUALIFICATIONS: A Child Development Associate certificate (CDA) OR a one year Early Childhood Education certificate issued by an accredited college OR experience working with children 0-5 in child care or preschool setting and the willingness to obtain a CDA (this is an in-house program). Driver’s license required. At time of appointment, must be enrolled in the Criminal History Registry and have completed a staff health appraisal. 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) possess an Oregon Driver License.

In addition to the above, applications will receive further evaluation based on the following: Knowledge of: Reasonable knowledge of behaviors and abilities of children ages 3-5. Skill in: Observing, identifying and recording children’s levels of development; basic use of computers. Ability to: Communicate effectively in both oral and written forms; perform several tasks simultaneously; good organizational skills; detail oriented; work within a team structure; follow instructions; make decisions independently in accordance with established policies, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and 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 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.ucancap.org
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