



UCAN Employment Opportunity

Teacher-Transportation Assistant	
Head Start	Closing Date: September 18, 2017
28-29 Hours/Week – 40 Weeks/Year	Salary: \$10.52 - \$12.81 - Plus PTO/Dental benefits/Retirement
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: Willingly work at any classroom site assigned. Assist bus driver in transporting children by maintaining safe and orderly conduct on the bus. Maintain full knowledge of daily classroom plans through participation and daily review with teacher. Prepare materials necessary to implement daily classroom plans. Share responsibility of maintaining a safe and healthy classroom environment. Maintain a receptive atmosphere in the classroom through open communication. 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. Encourage parent participation in the classroom, field trips, and other family activities. Fill in when teacher absent. Deliver Safety Sam training to children on the bus and in the classroom. Assist in keeping classroom clean and organized. Attend family nights. Observe children weekly and document observations in the web based data system as directed by teacher. Assist teacher in preparing lesson plans, documenting child attendance and child/family contact information in web based data systems. 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 as required; flexible work hours could be required with some evening meetings.**

MINIMUM QUALIFICATIONS: Associate degree in early childhood education OR related degree and coursework equivalent to 18 credits early childhood education from an accredited college preferred, OR a Child Development Associate certificate OR a one year early childhood certificate issued by an accredited college OR be at step 7 on the Oregon Registry. Driver's license not required, but highly desired. 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.

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; be flexible and change priorities with little notice; good organizational skills and detail oriented; work within a team structure; make decisions independently in accordance with established policies, follow instructions 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. Work in a safety conscious manner and be aware of surroundings at all times.

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

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