



EARLY HEAD START TEACHER 2

Location: Douglas County, Oregon

Salary: \$22.04 - \$26.88 Hourly

Teacher 2 – Early Head Start Program in Douglas County, Oregon

Full Time - 40 Hours per Week, 52 Weeks/Year

Department: Head Start

This Position: Are you passionate about ensuring our youngest children have a solid foundation for life? This position provides and coordinates education services in the classroom environment to Early Head Start children and their families by encouraging the social, emotional, physical and cognitive development of Head Start children. United Community Action Network has an immediate opening for a **Full Time Teacher 2 position** in **Douglas County, Oregon**.

About Us: **United Community Action Network** is a non-profit agency serving Douglas, Josephine, Klamath and Lake Counties with the mission of “Creating solutions to poverty, improving lives in our community” and “Helping people, changing lives.” We are passionate about creating solutions to poverty and improving lives in our communities.



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Full Time Position / Position works 40 hours per week. UCAN provides an excellent employee benefit package.

Early Head Start Teachers provide and coordinate education services to children and their families enrolled in Early Head Start. Teachers work in partnership with parents on child issues as they relate to the family.

ESSENTIAL JOB DUTIES

Under the direction of the Early Head Start Director the Teacher 2 will:

- 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.
 - Respect the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations.
- ✓ **Regular and consistent attendance is required. May require some evening meetings.**

POSITION REQUIREMENTS

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 an Infant/Toddler Child Development Associate Certificate (CDA) WITH experience teaching infant/toddler children. Must be enrolled in an Associate's degree program if being hired with a CDA. Current driver's license is required with driving record to be provided at time of interview.



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- Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.
- This position requires driving. At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- This position requires enrollment in the Criminal History Registry. Link: https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7 Include Registry number on the UCAN Application for Employment.
- This position requires complete vaccination or approved exemption against Covid-19 prior to start date.
- This position requires a Staff Health Appraisal.
- This position requires bending, occasionally lifting and carrying up to 25 pounds, occasionally lifting up to 60 pounds using a team lift method. Requires keyboarding, reaching, sitting, standing, stooping and walking and hearing voice conversation. Requires continuous mental and visual attention.

SUBMIT completed application and receipt of enrollment in the Background Registry to:

ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucancap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucancap.org