



Head Start Teacher
Location: Douglas County
Salary: \$21.50 - \$32.30 Hourly
Open Until Filled

OVERVIEW OF JOB DUTIES

Under the direction of the Head Start Program Director:

- 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.
- Plan and carry out daily activities as designed in weekly lesson plan.
- Conduct home visits and parent conferences. Follow the assigned curriculum and developmentally appropriate practices. 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 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 45 days of enrollment, and refer children with special needs for additional assessment and services.
- Work collaboratively within a team setting with 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 twice yearly family staffing for each child with child development team, family service educator, 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 developmental specialist.
- 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.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- Associate's degree in early childhood education OR degree and coursework equivalent to early childhood education WITH experience teaching preschool-age children preferred.
- Position requires driving. Candidate must possess valid Oregon driver's license. 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. On-Line Application System link: <https://secure.emp.state.or.us/ccd/>
- This position requires a staff health appraisal.
- This position requires COVID-19 vaccination or approved exemption.
- **Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.**
- Considerable knowledge of child development; considerable knowledge of educational curriculum and development of child progress plans.



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- Planning and implementing lessons, observing, identifying, and recording children's levels of development; basic use of computers.
- This position requires the ability to Communicate effectively in both oral and written form; motivate and lead support staff using a collaborative team approach; multi-task; conduct research and establish and maintain records, reports and statistical data; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; develop and interpret policies and procedures and communicate policies and procedures to employees and the public; maintain confidentiality; advocate for the needs of low income people; make decisions independently in accordance with established policies and use initiative and judgment in carrying out tasks and responsibility; courteously meet and deal effectively with other employees, federal, state and city agencies, public agencies, advisory boards, committees, contractors, consultants and the public. Must follow all safety rules and practices, and perform work in a safe manner.
- This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking, stooping and hearing voice conversation. Requires continuous mental and visual attention.

APPLY ON LINE OR SUBMIT COMPLETED UCAN APPLICATION TO: ucan.employment@ucan.org

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

Website: <https://www.ucan.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@ucan.org