



**Early Head Start Teacher Assistant**

**Location: Douglas County**

**Salary: \$13.50 - \$16.54 Hourly – Part Time – 29 Hours per week**

**Open Until Filled**

**NOTICE OF IMMEDIATE OPENINGS – Early Head Start Teacher Assistant**

**Positions Available: Part-Time**

Department: Early Learning

***This Position:*** Do you enjoy working with children? Each day gives you the opportunity to make an impact in the lives of young children by giving them the best possible start to their education and development. If so, join our Early Learning department here at UCAN, which has an immediate opening for an **Early Head Start Teacher Assistant** to work in **Douglas County, Oregon.**

***About Us:*** **United Community Action Network** is a non-profit agency with office locations in 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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### OVERVIEW OF JOB DUTIES

Under the direction of the Early Learning Program Manager, the Teacher Assistant will:

- Willingly work at any classroom site assigned; assignment will vary daily. Review lesson plan upon arrival to determine the classroom plan for the day.
- 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
- Assist in keeping classroom clean and organized.
- Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident.
- ✓ **Regular and consistent attendance is required.**

### POSITION REQUIREMENTS

#### Minimum Qualifications:

- Associates degree in Early Childhood education preferred or a Child Development Associate certificate OR a one year early childhood certificate issued by an accredited college OR less than **step 7 on the Oregon Registry**.
- **Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.**
- Reasonable knowledge of behaviors and abilities of children ages 0-5 years in a child care or preschool setting. Observing, identifying and recording children's levels of development; basic use of computers. 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.
- Driver's license not required, but highly desired.
- Successful completion of background check with the Central Background Registry.  
[https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml\\_fwd\\_s7](https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7) **Submit receipt of enrollment with application.**
- This position requires a staff health appraisal.
- This position requires COVID-19 vaccination status or religious/medical exemption.
- Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, and 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.employment@ucan.org](mailto: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](mailto:ucanhr@ucan.org)