



## HEAD START TEACHER ASSISTANT 1 SUBSTITUTE

Location: Douglas County, Oregon

Salary: \$13.50 - \$16.54 Hourly

### **TEACHER ASSISTANT 1 – DOUGLAS COUNTY, OREGON**

Positions Available: Program Substitute

Department: Head Start

#### **ESSENTIAL JOB DUTIES**

**Under the direction of the Head Start Program Manager, the Head Start Teacher Assistant 1 Substitute will:**

- Willingly work at any classroom site assigned. Classroom assignment may vary.
- If assisting in a bussed classroom, assist bus driver in transporting children by maintaining safe and orderly conduct on the bus.
- Share responsibility of maintaining a safe and healthy classroom environment.
- Under guidance of the teacher, take observations on children and enter into the web based data system.
- 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.
- Within a team of teachers and teacher assistants, 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.
- Attend family fun night.
- Provide food service in compliance with sanitation and USDA regulations. Assist with food transportation to classroom.
- Observe children weekly as directed by teacher. 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:**

- 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.
- 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.

**SUBMIT APPLICATION TO:** [ucan.employment@ucancap.org](mailto:ucan.employment@ucancap.org)

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

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](mailto:ucanhr@ucancap.org)