

# Job Vacancy Notice

## Teacher/Bilingual – Seasonal



Community Action

### Job Details

**Position:** Teacher/Bilingual -Seasonal  
**Department:** Head Start  
**Salary:** BA \$19.47/Hr (Bilingual)  
MA \$19.54/Hr (Bilingual)  
**Languages:** Somali Preferred  
**Schedule:** M-F 40 Hours/Week  
Seasonal (9-10 Months/Year)

**Benefits:**  
Community Action offers excellent benefits including generous paid time off (PTO), paid holidays, health, dental & life insurance, retirement, employee discount programs and more.

**Background Checks:**  
CAPRW conducts criminal background checks at the time of hire. Some positions require additional fingerprint and photo verification. Not all backgrounds are a barrier to employment.

**Posting Dates:** 8/20/18-8/30/18

### To Apply

Complete our online application at:



Community Action  
[www.caprw.org](http://www.caprw.org)  
OR

Visit our Facebook page at:



[www.facebook.com/caprw](http://www.facebook.com/caprw)  
and click on "Careers"  
OR



Use your smart phone's QR Code reader app to scan this code and redirect to our site

### Our Location

Community Action  
Human Resources  
450 Syndicate St N, Suite 35  
St. Paul, MN 55104

EEO/AA/ADA Employer

### Our Mission

The mission of Community Action is to mobilize community resources to reduce poverty and its impact on people in Ramsey and Washington Counties.

### Job Summary:

**Come for the children ~ value the cultural diversity ~ engage in the holistic service approach ~ and contribute your skills and creativity to making a difference!!** Community Action Partnership of Ramsey & Washington Counties is the second largest Head Start program in the state and serves more than 1500 children and their families each year. We are looking for teachers with passion who want to create learning experiences, and support and work with both the children and their families to help them achieve their full potential through high-quality child development and family support services. Excellent working environment includes:

- Maximum classroom size of 20 children
- Teacher/Teacher model (2 teachers in each classroom + volunteers)
- Work with underprivileged children; multi-cultural environment
- Family support - guaranteed parent involvement
- Salary increase at 6 months and 12 months (upon successful completion of probationary period).
- Health benefits continue over the summer
- Eligible to apply for unemployment over the summer
- Training and tuition assistance

### Essential Functions (Not All Inclusive):

- Provide comprehensive services for children three to five years of age maintaining compliance of the program's guidelines and performance standards (including MN Rule 3, Child & Adult Care Food Program), and strictly adhere to the highest standards of confidentiality and ethics when working with children, parents and peers.
- Responsible for integrating the curriculum by creating lesson plans, developing individual learning plans to meet the needs of children, including observing, assessing, and documenting children's progress.
- Responsible for maintaining active supervision of children, providing ongoing communication with parents including home visits, parent conferences and other events.
- Designs a safe and developmentally appropriate learning environment ensuring active supervision is maintained at all times. Inspects the classroom, indoor and outdoor space daily ensuring that materials are safe and removing or repairing unsafe equipment.
- Ensures appropriate health and safety practices by conducting the children's daily informal health checks. Participates in emergency drills.
- Responsible for maintaining children's classroom files and program database (daily attendance and meal count, home visits, conferences) children's tracking log, monthly reports, health and safety logs, separation log, accident reports, and all mandated reporting documentation of suspected child abuse.
- Promotes parent participation in all areas of the Head Start Program. Communicates opportunities such as volunteer opportunities in the classroom, center meetings and events, Parent Education activities, community events and resources, Policy Council and Advisory committees.
- Undergo annual classroom observations (CLASS) that measure effective Teacher and child interactions, providing useful data to drive improvement. Observation scores must meet federal established guidelines.
- Obtain and maintain the program's assessment tool certification (TSGOLD) within established program deadlines.

### Qualifications:

- BA/BS in Early Childhood Education, or
- BA/BS in a related field with coursework equivalent to a major relating to Early Childhood Education.
- 6 months exp. (student teaching included) in early childhood setting required.
- Head Start and Early Childhood Special Education experience preferred.
- A valid driver's license and reliable transportation on a daily basis is required.
- Must be able to successfully pass pre-placement Head Start physical exam.
- Ability to lift 50 pounds and react to the demands of active 3-5 year olds.
- Must be able to relate to and communicate effectively with varied socio-economic and multi-ethnic groups and/or individuals.
- Language fluency in Somali preferred.