

*United Community Action Partnership, Inc.*

*INTERNAL/EXTERNAL*

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**CLASS TITLE/POSITION:** Head Start Assistant Teacher (JOB#0819A)

**LOCATION(S):** Jefferson-Willmar

**STARTING SALARY:** \$10.91-11.97/hr + Benefits

**JOB STATUS:** Full time (40 hours), 9 months per year, Union position

**RESPONSIBILITIES:** To work together with the Head Start Teacher providing comprehensive Head Start experiences that meet the requirements of the Head Start Performance Standards. To empower parents as team members in a comprehensive approach to child development and self-sufficiency.

**JOB DUTIES INCLUDE:**

- To assist the Head Start Teacher to plan and prepare for center days.
- Perform required record keeping.
- Share in the planning of classroom health and nutrition activities.
- Attend training and staff meetings as designated.
- Serve as a short-term substitute in the absence of the Head Start Teacher.
- Assist Aide with janitorial duties, as needed.
- Assist with grantee efforts in recruitment of Head Start children.
- Follow established safety procedures.
- Support and Model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- Must be 18 years of age or older.
- One (1) year experience working with 3-5 year olds.
- A current Child Development Associate (CDA) or an Early Childhood Degree.
- CPR and First Aid Certification or willingness to obtain.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Bilingual preferred both written and verbal.
- Computer/keyboarding skills required.
- Ability to work independently and as part of a team.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county area for meetings, workshops and conferences.
- Reliable, regular attendance.
- Reliable mode of transportation.
- Knowledge and understanding of child development.
- Demonstrated problem solving or conflict resolution skills.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.
- CDL or willingness to obtain.

**CLOSING DATE:** Interested union staff should email/submit written notice by 08/09/19 or within five days of receipt of this notice. Open to the public until filled.

**CONTACT:** Human Resources  
United Community Action Partnership, Inc.  
200 4<sup>th</sup> St SW, PO Box 1359, Willmar, MN 56201  
320-235-0850 Ext.1129  
[HumanR@unitedcapmn.org](mailto:HumanR@unitedcapmn.org)

**United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.**