

*United Community Action Partnership, Inc.*

*INTERNAL/EXTERNAL*

**CLASS TITLE/POSITION:** Head Start Classroom Support (JOB #08180)

**LOCATION:** Tracy

**STARTING SALARY:** \$9.65 per hour

**JOB STATUS:** Part time (24hrs), 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.

**EXAMPLES OF DUTIES:**

- Complete food preparation tasks and clean-up.
- Perform required record keeping.
- Assist in preparation of classroom health and nutrition activities.
- Perform janitorial duties daily.
- Attend training and staff meetings as designated.
- Serve as a short-term substitute in the absence of the Assistant Teacher.
- Follow established safety procedures.
- Support and Model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- Must be 18 years of age or older.
- CPR and First Aid Certification or willingness to obtain.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Bilingual preferred both written and verbal.
- Demonstrate effective written and verbal communication skills.
- Computer/keyboarding skills required.
- Ability to follow problem-solving and conflict-resolution strategies.
- Ability to work independently and as part of a team.
- Ability to travel in a nine (9) county area.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

**CLOSING DATE:** Interested union staff should submit written interest by 9/7/18.  
Open to the public until filled.

**CONTACT:** Human Resources  
United Community Action Partnership  
200 4<sup>th</sup> St SW, PO Box 1359, Willmar, MN 56201  
320-235-0850 Ext. 1126  
Email: [Humanr@unitedcapmn.org](mailto:Humanr@unitedcapmn.org)  
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**United Community Action Partnership is an EOE/ADA/AA Employer.**

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