

**United Community Action Partnership, Inc.**

**INTERNAL/EXTERNAL**

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**CLASS TITLE/POSITION:** Early Head Start Teacher (JOB#0519I)

**LOCATION:** Willmar Toddler 2

**STARTING SALARY:** \$13.92-\$16.40/hr (BA) + Benefits

**JOB STATUS:** Full time (40 hours), 12 months per year, Union position

**RESPONSIBILITIES:** To provide a comprehensive Head Start experience that meets the requirements of the Head Start Performance Standards. To integrate component activities within the classroom. To empower parents and staff as team members in a comprehensive approach to child development and self-sufficiency.

**EXAMPLES OF DUTIES:**

- Plan, prepare and conduct center classroom days.
- Assure children's individual needs and differences are met.
- Provide families with ongoing support to assess needs and develop and reach goals
- Encourage family engagement in program.
- Assist with assessment and development of Family Partnership Agreements with enrolled individuals and families.
- Coordinate and provide services for children with disabilities.
- Facilitate the transition of Early Head Start children to the next educational facility.
- Coordinate and integrate nutrition and health activities into the classroom.
- Assist with grantee efforts in recruitment of Head Start children.
- Support and Model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- Degree in Early Childhood Education with coursework in infant and toddler development OR current Infant Toddler CDA.
- CPR and First Aid certification.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Bilingual preferred both written and verbal.
- Effective verbal and written communication skills and demonstrated interpersonal skills.
- Computer/keyboarding skills required.
- Ability to work as part of a team and provide team leadership.
- Knowledge and understanding of child development.
- Demonstrated skills in problem-solving and conflict resolution strategies.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county area for meetings, workshops and conferences.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Knowledge and understanding of child development, integration of services and of issues faced by low-income people in the nine (9) county area.
- 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 notice by 06/05/19.

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

Email: [HumanR@unitedcapmn.org](mailto:HumanR@unitedcapmn.org)

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