

*United Community Action Partnership, Inc.*

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**CLASS TITLE/POSITION:** Head Start Floater/Sub Teacher (JOB#0518D)

**LOCATION:** Litchfield/Hutchinson

**STARTING SALARY:** \$14.59/hr (AA) \$15.70/hr (BA) \$16.51/hr (MA) + Benefits

**JOB STATUS:** Full time (40 hours), 9 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:**

- Travel between multiple, assigned classrooms to work with the Teacher to plan, prepare, and conduct center.
- Assure children's individual needs and differences are met.
- Develop and maintain a system that ensures component areas are integrated throughout the Head Start program.
- Give classroom staff breaks outside the classroom for planning, prep, and documentation.
- Observe and document children's progress and base individualized planning on the goal of improving school readiness.
- Complete record keeping, communication, case notes, and other documentation.
- Work as a team member within the classroom and maintain professionalism.
- Develop and maintain a Professional Development Plan with the Coach/Mentor.
- Facilitate the transition of Head Start children to the next educational facility.
- Assist with grantee efforts in recruitment of Head Start children.
- Support and Model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- AA or BA degree in Early Childhood Education, Child Development or related field as defined by the Office of Head Start.
- CPR and First Aid certification.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Flexibility to move from one classroom to another and meet the needs of the room and individual children.
- Effective verbal and written communication skills and demonstrated interpersonal skills.
- Computer/keyboarding skills required.
- Ability to work as part of a team, provide team leadership, and supervise on-site staff.
- Understanding and respect for cultural diversity and participant's right to make their own decisions.
- Demonstrated skills in problem-solving and conflict resolution strategies.
- Ability to travel regularly to classroom locations, 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.
- 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 5/21/18. Open to the public until filled. Position starts August 2018.

**CONTACT:** Laura Jones, Human Resources Director  
United Community Action Partnership, Inc.  
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**United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.**