

United Community Action Partnership, Inc.

INTERNAL/EXTERNAL

CLASS TITLE/POSITION: Head Start Floater/Sub Teacher (JOB#1017J)

LOCATION: Litchfield/Hutchinson

STARTING SALARY: \$14.59/hr (AA) \$15.70/hr (BA) + 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 11/1/17. Open to the public until filled.

CONTACT: Shayna St. Pierre, Human Resources Coordinator
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United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.