

United Community Action Partnership, Inc.

INTERNAL/EXTERNAL

V

A

C

A

N

C

Y

CLASS TITLE/POSITION: Head Start Teacher (JOB #0718A)

LOCATION: Windom

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 starting August, 2018.

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.
- Plan and implement learning experiences that advance the intellectual, emotional and physical development of children.
- Complete child assessment with fidelity.
- Encourage family engagement in program.
- Supervise classroom staff.
- Coordinate and provide services for children with disabilities.
- Facilitate the transition of 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:

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

KNOWLEDGE, ABILITIES, AND SKILLS:

- Bilingual (Spanish/English) 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 7/10/18 or within five days of receipt of this notice. Open to the public until filled.

CONTACT: Laura Jones, Human Resources Director
United Community Action Partnership, Inc.
200 4th St SW, Box 1359, Willmar, MN 56201
1-507-537-1416 Ext. 2112
Email: laura.jones@unitedcapmn.org