

United Community Action Partnership, Inc.

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CLASS TITLE/POSITION: Temporary Head Start Teacher (JOB #0819B)

LOCATION: Litchfield

STARTING SALARY: \$15.23- \$16.40

JOB STATUS: Full time (40 hours), Temporary (Approximately 2 months) beginning on or before August 19th.

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.
- 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: Open to the public until filled.

CONTACT: Human Resources

United Community Action Partnership, Inc.
200 4th St SW, Box 1359, Willmar, MN 56201
(320)-235-0850 Ext.1129

Email: HumanR@unitedcapmn.org

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