



1001 SW Baseline, Hillsboro, Oregon, 97123

POSITION ANNOUNCEMENT

POSITION TITLE: **SUBSTITUTE TEACHER- HEAD START**

DEPARTMENT: **CHILD DEVELOPMENT**

OPEN DATE: **11/18/2011**

REPORTS TO: **PROGRAM MANAGER**

CLOSE DATE: **UNTIL FILLED**

WORK LOCATION: **1001 SW BASELINE ST. / HILLSBORO**

HIRING RANGE: **\$12.53**

POSITIONS SUPERVISED: **0**

POSITION STATUS: **ON CALL**

FULL-TIME EQUIVALENT: **.05**

WORK HOURS PER WEEK: **VARIES**

NUMBER OF POSITIONS: **10**

*Under Oregon statute, after July 1, 1996, an offer of employment for this position is contingent upon the results of criminal offender information record check and, possibly, fingerprinting, conducted on applicants for employment in early childhood services agencies. Applicants who have been convicted of certain offenses or who refuse to consent to such background checks will not be hired for this position. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. **Continuation of all positions is contingent upon future funding.***

POSITION SUMMARY:

This position is responsible for planning and implementing a developmentally appropriate educational program that will provide children comprehensive quality services that meet the needs of preschoolers. Responsibilities include compliance with federal and state Head Start Performance Standards, Head Start Policies and Procedures, and Oregon Childcare Division regulations in full day centers.

This is a substitute position and will fill into short and long term vacancies according to program needs. Substitutes are expected to be regularly available when contacted.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and prepare written lesson plans, classroom materials to support a developmentally appropriate curriculum.
- Establish and maintain a safe, healthy, orderly and nurturing classroom environment organized into functional areas.
- Ensure that staff establish and maintain consistent, positive relationships with children, treating them with dignity and respect.
- Develop a consistent classroom schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, and meals. Facilitate effective transitions between activities.
- Develop a system to collect, analyze and record child observations.
- Adapt curriculum to meet individual goals for children as identified in their Creative Curriculum Child Planning and Progress Report.
- Conduct home visits, parent-teacher conferences and other parent-focused activities to establish a positive link between home and school. Support the parent as the primary educator of the child.
- Plan and coordinate day to day activities of parent volunteers, providing on the job training as needed.
- Working in partnership with classroom staff to encourage collaborative team interaction that embraces diversity and constructive problem solving.
- Ensure that staff is compliant in maintaining that no child will be left alone or unsupervised.
- Ensure the successful inclusion of children with special needs in the regular classroom and work with Early Childhood Special Education staff to identify and provide appropriate services for them.

- Document ongoing assessments in database system. Provide outcome and assessment reports as required by federal and state performance standards.
- Attend the IFSP staffing to assist in development and achievement of IFSP goals.
- Responsible for initial screenings, medical protocol, mental health referrals, and daily health check.
- Ensure child and family records are maintained in a manner that guarantees confidentiality and accurately reflects assessment, services and outcomes.
- Perform any other duties as assigned by supervisor.

QUALIFICATIONS:

Required:

- Associates (AA) Degree in Early Childhood Education or in a related field with six university credits or 18 Community College credits in Early Childhood Education and experience teaching preschool-age children.
- Access to reliable transportation for home visits, valid driver's license and proof of vehicle insurance.
- Excellent written and verbal communication skills.
- Ability to set and maintain professional boundaries with families.
- Intermediate computer literacy and familiarity with applications such as database and spreadsheets, word processing, e-mail and internet.
- Within the first 30 days of employment, obtain CPR and First Aid certification and obtain a current food handler's card.
- Must be eligible for employment in the United States.

Preferred:

- Baccalaureate or advanced degree in Early Childhood Education or a related field with six university credits or 18 Community College Credits in Early Childhood Education and experience teaching preschool-age children.
- Bilingual in English/Spanish; intermediate written and verbal competency.
- 1+ years experience teaching children under 6 years of age.
- Prior Head Start program experience.
- Training and/or education in working with children with special needs.

POSITIONS SUPERVISED:

None

WORKING CONDITIONS:

- Employment is conditional, pending immediate and continued enrollment in Child Care Division Criminal History Registry.
- Job offers and continuation of employment are contingent on the satisfactory result of a medical examination and Tuberculosis screening to declare free from communicable disease. A Period Health Examination will be scheduled every two years throughout employment.
- Classroom environment.
- Exposure to video terminal and keyboard.
- Ability to monitor and respond to events going on at all times in classroom and outdoor play areas.
- Physical ability to move quickly in order to redirect children for the purpose of insuring a child's safety or the safety of others in the environment.
- Ability to respond appropriately both physically and mentally to an emergency or a crisis situation, such as to provide CPR and/or First Aid to a pre-school age child, to evacuate a building, etc.
- In normal work day, may stand/walk 4 hrs/day, may sit 4 hrs/day, may drive 1 hrs/wk, may use hands for repetitive grasping, pushing and pulling, fine manipulation 2 hrs/day, may use hands at or above shoulder for 1/2 hrs per day.
- Frequent kneeling, stooping, bending and sitting on the floor or in small chairs. May climb occasionally.
- Work is light in nature. Occasional lifting up to 20 lbs. with frequent lifting and/or carrying of objects weighing up to 10 lbs. Occasional lifting of a child weighing up to 40 lbs.

How to Apply:

To be considered we must receive a completed Community Action Employment Application form. You are welcome to also include a cover letter and resume at your option. Application forms can be printed off of our website: www.caowash.org or you can pick up the application form at either of our following locations:

Hillsboro – 1001 SW Baseline Road, Hillsboro OR 97123 or
Beaverton – 5050 SW Griffith Dr., Suite 101, Beaverton OR 97005

Be sure to submit your application in a timely manner. You can send your completed application form and optional resume and cover letter via email or fax:

email to: resumes@caowash.org or you may fax it to us at 503-648-4175. If you prefer to mail your application be sure to mail attention Human Resources at the Hillsboro office address above.

All application submissions will be acknowledged with a receipt notification. If you are selected for an interview, we will contact you.

All current CAO employees and those on our lay off list are encouraged to apply for openings at CAO. For current employees, some qualifications may be met by an equivalent combination of education and experience at the discretion of the employer.

Benefits: All regular full-time (RFT) status positions of .50 full-time equivalent or higher are eligible for our outstanding benefits package including:

- Generous sick and vacation time
- 12 Holidays Observed
- Medical, Vision and Dental Insurance
- Free life and long term disability insurance
- Medex Travel Assist
- Employer matched 403(b) retirement plan
- Employee Assistance Program
- Rich and Diverse Mission Based Working Environment

CAO IS AN EQUAL OPPORTUNITY EMPLOYER

Community Action is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation or veteran status or other protected status in accordance with applicable federal and state equal employment opportunity laws. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.