

NEIGHBORIMPACT JOB OPENING

Head Start Substitute Assistant Teacher

On an on-call, as needed basis, assist the Center Team and teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promote the health, nutrition and education of the children and attend to their safety and welfare. Reports directly to the Education Coordinator. Daily tasks assigned by Center Coordinator and Center Team.

Position Information:

Site: Various Central Oregon Head Start Sites, as assigned

Wage Level: \$11.82/hour; not benefited

Hours Per Week: On call, As needed. Location and hours cannot be guaranteed.

In house close date: This announcement will be open in-house indefinitely during the Head Start school term. Interviews will be held on an as needed basis to expand the substitute pool

Summary of minimal knowledge, skills, and abilities:

- Educational course work in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or CDA
- Demonstrated classroom ability, typically one year full-time pre-school classroom experience or equivalent
- Must have a current TB Screen within 30 days of employment
- Must have a valid Oregon Driver's License and proof of current auto insurance
- Must have a current Pediatric CPR/First Aid certification within 30 days of employment
- Must have a current Food Handler's Card within 30 days of employment
- Current enrollment in the Child Care Division-Criminal History Registry
- Must have an initial health examination and a periodic re-examination

Job Posting – 03/17/10

For complete job description visit www.neighborimpact.org/jobs.html or email hr@neighborimpact.org or call 548-2380 x153. Internal candidates need only submit a cover letter of interest if their original application and resume is on file. Head Start parents are considered In-House candidates.