

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:

- Must have at least a preschool Child Development Associate credential; enrolled in a program leading to an associate or baccalaureate degree; or enrolled in a child development associate credential program to be completed within 2 years of hire
- Bilingual English/Spanish preferred
- Head Start parent or past parent preferred
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Must be able to ride a school bus with children for assigned periods of time
- Occasional lifting up to 50 lbs.
- Competency with Microsoft applications
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- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire and throughout employment, certification of the following are required:
 1. Valid Oregon Driver's License and proof of current auto insurance
 2. Pediatric CPR/First Aid certification
 3. Food Handler's Card
 4. Current enrollment in the OR Child Care Division-Criminal History Registry

Job Posting – 10/6/10

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.