Head Start Inclusion Assistant

NeighborImpact's Head Start continues to expand in Central Oregon! Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Do you have early childhood education, child development or similar educational credentials with experience working in an early childhood setting? Then the Head Start Inclusion Assistant position is for you! Come to work for one Oregon’s 100 Best Non-Profits and help affect constructive change in people's lives.

**Location:** Head Start Redmond

**Compensation:** $15.07/hour (plus .50 for Bilingual Spanish) - Non-Exempt

**Hours:** 35 hours/week subject to normal school year furloughs (furloughs are approximately a total of 10-12 weeks per year)

**Benefits:** Full-time positions are benefitted with 100% premium paid medical, dental, vision and life insurance, agency paid retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid holidays annually and a separate sick leave accrual

**Deadline:** Position to remain open until filled

**NeighborImpact's Head Start program Overview**

NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact’s Head Start program, job applications can be found at www.neighborimpact.org/jobs.

**Overview of Key Duties and Responsibilities:**

The Inclusion Assistant assists Head Start teaching teams with classroom implementation of Individual Family Service Plans and/or individualized support plans while promoting inclusion for children with high needs. The duties vary depending upon the individual needs of the child or children served. Daily tasks are assigned by the Family and Inclusion Services Manager and teaching team and have a direct focus on an individual child or small group of children. This position is represented under a collective Bargaining Agreement.

**POSITION QUALIFICATIONS:**

- High School Diploma or GED required
- Associate's or Bachelor's degree in early childhood education, child development or similar preferred
- 6 college credits in Early Childhood Education or equivalent or CDA certification
- Course work or training in working with children with special needs or child mental health
- One year of pre-school experience in an early childhood center. Head Start preferred
- Must be able to promote positive communications within and outside Head Start
- 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. This position is rated as active and regularly requires the individual to lift 50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Prior to date of hire and throughout employment, certification of the following are required: valid driver’s license, proof of current auto insurance, OR Food Handler’s Card and current enrollment in the OR Child Care Division Central Background Registry
- Above certifications must be kept current to remain employed - Access to reliable transportation required

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs
Head Start Inclusion Assistant

NeighborImpact’s Head Start continues to expand in Central Oregon! Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Do you have early childhood education, child development or similar educational credentials with experience working in an early childhood setting? Then the Head Start Inclusion Assistant position is for you! Come to work for one Oregon’s 100 Best Non-Profits and help affect constructive change in people’s lives.

Location: Head Start Bend

Compensation: $15.07/hour (plus .50 for Bilingual Spanish) - Non-Exempt

Hours: 35 hours/week subject to normal school year furloughs (furloughs are approximately a total of 10-12 weeks per year)

Benefits: Full-time positions are benefitted with 100% premium paid medical, dental, vision and life insurance, agency paid retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid holidays annually and a separate sick leave accrual

Deadline: Position to remain open until filled

NeighborImpact's Head Start program Overview

NeighborImpact Head Start and Early Head Start provide free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact’s Head Start program, job applications can be found at www.neighborimpact.org/jobs.

Overview of Key Duties and Responsibilities:

The Inclusion Assistant assists Head Start teaching teams with classroom implementation of Individual Family Service Plans and/or individualized support plans while promoting inclusion for children with high needs. The duties vary depending upon the individual needs of the child or children served. Daily tasks are assigned by the Family and Inclusion Services Manager and teaching team and have a direct focus on an individual child or small group of children. This position is represented under a collective Bargaining Agreement.

POSITION QUALIFICATIONS:

• High School Diploma or GED required
• Associate’s or Bachelor’s degree in early childhood education, child development or similar preferred
• 6 college credits in Early Childhood Education or equivalent or CDA certification
• Course work or training in working with children with special needs or child mental health
• One year of pre-school experience in an early childhood center. Head Start preferred
• Must be able to promote positive communications within and outside Head Start
• 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. This position is rated as active and regularly requires the individual to lift 50 pounds
• Must be able to ride a school bus with children for assigned periods of time
• Prior to date of hire and throughout employment, certification of the following are required: valid driver’s license, proof of current auto insurance, OR Food Handler’s Card and current enrollment in the OR Child Care Division Central Background Registry
• Above certifications must be kept current to remain employed - Access to reliable transportation required

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs