



NeighborImpact

Supporting People, Strengthening Communities.

Head Start Substitute Assistant Teacher

NeighborImpact is looking qualified substitute Assistant Teachers for the Head Start program! This position is great for someone working on their ECE degree or CDA while gaining working experience! Come to work for one of Oregon's 100 Best Non-Profits!

Location: Head Start locations in La Pine, Bend, Redmond, Prineville

Compensation: \$22.46/hour (plus .50 for Bilingual Spanish)

Hours: On-Call – hours not guaranteed

Benefits: Paid time off for sick, EAP, retirement and other benefits

Deadline: Year round opportunities

NeighborImpact's Head Start program Overview

NeighborImpact Head Start and Early Head Start provides free quality preschool and social services to 784 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:

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 to attend to their safety and welfare. Cover front desk duties in Bend and Redmond on an on call basis. Supervised by the assigned Regional Associate Education Manager, with daily tasks assigned by the classroom Teacher.

POSITION QUALIFICATIONS:

- COVID-19 vaccine required prior to hire
- Educational requirements:
 - Associate or baccalaureate degree with a minimum of 12 ECE credits or equivalent
 - <OR> Child Development Associate (CDA) credential, which is equivalent to Step 7 on the Oregon Registry
 - <OR> Current enrollment in a program leading to an associate or baccalaureate degree in ECE or equivalent
 - <OR> Current enrollment in a child development associate credential (CDA) program to be completed within 2 years AND High school diploma or GED
- Diploma and transcripts are required to validate Associate's degree in Early Childhood Education/Related field and to verify ECE/Related coursework
- Bilingual English/Spanish preferred
- 6 months experience in a preschool setting preferred
- Head Start parent or past parent preferred
- Competency with Microsoft applications.
- Frequent kneeling, stooping, bending, and sitting on the floor to attend to children's needs. This position is rated as active and occasionally requires the individual to lift 50 pounds
- Must have an initial health examination, and a periodic re-examination (as recommended by health care provider) so as to assure that employees do 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:
 - Valid driver's license
 - Proof of current auto insurance. Must provide current liability insurance
 - Food Handler's Card

Job posting 9/28/2022. For a complete job description visit our Website at: <http://www.neighborimpact.org/> and click on the "Work For Us" tab.

We celebrate inclusion and diversity of thought, culture and background, which helps to connect the entire NeighborImpact family.

NeighborImpact is an Equal Opportunity Employer. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, veteran status, disability status, pregnancy or any other characteristics protected by applicable law. Employment at NeighborImpact is based solely upon qualifications, merit and business need. We are committed to building a staff that represents the individuals and families we serve and therefore encourage applicants from historically underrepresented groups to apply for employment at NeighborImpact. If you need an accommodation, please reach out to hrrecruiting@neighborimpact.org.

- Current enrollment in the OR Child Care Division-Criminal History Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required
- 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.

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