Head Start Substitute Assistant Teacher

Head Start is expanding 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? Are you working on your ECE degree or CDA? Then the Head Start Substitute Assistant Teacher 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 locations in Prineville, Redmond, Bend and LaPine

Compensation: $13.99/hour (plus .50 for Bilingual Spanish) - Non-Exempt

Hours: On-Call, hours not guaranteed – Subject to normal school year furloughs

Benefits: Generally unbeneft but includes Agency funded retirement, Employee Assistance Plan and sick leave

Deadline: Year round recruitment – no deadline

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:

Assist the Center Team and teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promotes the health, nutrition and education of children and attends to their safety and welfare. Provides safe bus transportation for Head Start children as assigned. Cover front desk duties in Bend and Redmond on an on call basis. Supervised by the assigned Regional Coordinator, with daily tasks assigned by the classroom Teacher.

POSITION QUALIFICATIONS:

- 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
- Prior to date of hire and throughout employment, certification of the following are required: reliable transportation to attend infrequent off-site meetings, proof of current auto insurance (if applicable), Food Handler’s Card, current enrollment in the OR Child Care Division-Criminal History Registry and within 60 days of hire, Pediatric CPR/First Aid certification is required – these 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.