

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Head Start
Clatsop County

POSITION: Teacher position open in Seaside center

HOURS: 35 hours per week

SALARY: \$15.25 per hour

HOW TO APPLY:

Please submit a letter of interest (indicate position and location) along with the items below:

- o *Current resume*
- o *Application*
- o *Copy of CDA*
- o *Copies of transcripts*(issued by the college - can be student issued, but not web-based)
- o *Copy of degree(s)*

Please send all materials to:

Child & Family Development Programs
ATTN: Jeannie McGinley
PO Box 10
Rainier, OR 97048

jmcginley@nworheadstart.org

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Teacher **DEPARTMENT:** Human Investment

POSITION REPORTS TO: Center Manager **FTE:** 80% - 100%

POSITION DURATION: as Funds Permit **WRITTEN BY:** CAT Administration

PERSONS SUPERVISED: 0-3 **APPROVED BY:** Policy Council
APPROVAL DATE: 05/14/13

APPROVED BY: SDA
APPROVAL DATE: 03/22/13

POSITION SUMMARY:

The teacher is responsible for developing an atmosphere for learning that is pleasant for children, families, volunteers, and staff. S/he will plan and implement an appropriate program following the Integrated Work Plan that will address the intellectual, emotional, social, and physical development of each child. The teacher will coordinate the activities in the classroom and on home visit while developing and maintaining positive relationships with families. S/he will encourage and assist parents to become involved in the development of their own children.

QUALIFICATIONS:

Minimum:

AA degree in Early Childhood Education.

Preferred:

1. Baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education.
2. Must have two years preschool teaching experience in a classroom or center-based setting.
3. Minimum of one year experience as a direct supervisor.

4. Must have a current Red Cross/AHA pediatric and adult First Aid/ CPR cards.
5. Must have dependable transportation and/or valid driver's license and auto insurance.
6. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays
7. Ability to communicate effectively with children and adults in both verbal and written format.
8. Evidence of ability to work in a cooperative team manner and to follow directions and program policies
9. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
10. Must be willing and available to work flexible hours, occasional evenings or week-ends.
11. Ability to occasionally lift up to 50 lbs.
12. Must have intermediate working computer knowledge and skills.
13. Bilingual skills preferred.
14. Ability to participate in regular kneeling, stooping, bending and sitting on the floor and standing for long periods of time.
15. Ability to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES:

1. Provide supervision to all staff and volunteers assigned to the classroom. Provide role modeling and training for assistants, aides and volunteers.
 - a. Delegate appropriate duties to assistants, aides and volunteers as assigned in the job description and program policies.
 - b. Include assistants, aides, parents, and volunteers in planning.
 - c. Evaluate assistants, aides, and volunteers objectively and regularly.
2. Plan and implement a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curriculum of our program.

- a. Insure compliance with program plans and performance standards.
 - b. Insure that individual goals set for each child are carried through in the classroom and on home visits including IFSP goals.
 - c. Complete daily lesson plans and submit to Center Manager in a timely manner.
 - d. Have daily plans with assigned responsibilities available in the classroom each day.
 - e. Post daily schedule.
 - f. Insure that daily lesson plans document implementation of the Program Plans.
3. Maintain written records on individual children and their families within program time frames.
 - a. Insure that IFSP documentation is recorded and updated regularly and in a timely manner for children with disabilities according to interagency agreements.
 - b. Insure that Individual Plan is complete for each child in a timely manner and are updated regularly.
 - c. Insure that SOAP files are completed and kept up to date.
 - d. Insure that each child's developmental progress is assessed, tracked and documented according to program standards and policies.
4. Promote the development of parent's skills as the primary educators of their children.
 - a. Conduct home visits and help to educate parents in the areas of Education, Health/Nutrition/Dental, and Social Services as outlined in program plans.
 - b. Assure required home visits with all families are completed.
 - c. Encourage parents to become "teacher" on home visits.
 - d. Encourage parents to volunteer in the classroom, attend monthly parent meetings and trainings.
 - e. Coordinate home activities with classroom activities.
5. Insure that children are constantly supervised with consistent and positive guidance techniques.
 - a. Maintain with the assistant teacher and classroom aides a positive and consistent approach for behavior management.
 - b. Assist the bus driver and bus aide with behavior management.
 - c. Assure that classroom activities are carried out in a timely manner.
6. Responsible for classroom environment and safety.
 - a. Provide an effective arrangement of space.

- b. Insure proper maintenance of equipment.
 - c. Conduct monthly fire drills and emergency procedures (earthquake, tidal waves, etc).
 - d. Handle and be prepared for local emergency situations.
 - e. Responsible for condition of classroom - set up, tear down and sanitizing for other occupants (i.e., church).
7. Insure that routines are carried out in a manner that is consistent with appropriate child development practices and within health and safety guidelines.
 8. Provide experiences that will promote individual self-expression in conversation, imaginative play, and creativity.
 9. Provide a variety of language stimulation activities.
 10. Provide experience involving thinking skills such as generalizing, classifying, sorting, and problem solving.
 11. Insure that parents receive adequate information about their child's experiences at the center.
 12. Provide advocacy and support for families.
 13. Contribute to the operation of the center and program by attending and participating in center, class and program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
 14. Assist in the evaluation and planning of program plans.
 15. Help collect in-kind for the center.
 16. Help with inventory at the end of the year.
 17. Work as a team member with all staff.
 18. Perform other duties as assigned by supervisor.
 19. Willing to improve self professionally and to take part in on-the-job training.
 20. Must attend a minimum of 15 clock hours of professional development per year.

21. Maintain program and client confidentiality policies.
22. Support and work with all interagency agreements.
23. Must maintain a working knowledge of program plans, policies and Performance Standards.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.



ADMIN OFFICE

P.O. Box 10
108 West B Street
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEAD START PROGRAM

ASTORIA CENTER

P.O. Box 884
Astoria, OR 97103
PHONE: (503) 325-5421
FAX: (503) 325-8913

CLATSKANIE/RAINIER CENTER

P.O. Box 2
Clatskanie, OR 97016
PHONE: (503) 728-2940
FAX: (503) 728-2225

NESTUCCA VALLEY CENTER

P.O. Box 67
Cloverdale, OR 97112
PHONE: (503) 392-4449
FAX: (503) 392-3252

SEASIDE CENTER

P.O. Box 362
Seaside, OR 97138
PHONE: (503) 738-0873
FAX: (503) 738-5912

ST. HELENS CENTER

P.O. Box 239
St. Helens, OR 97051
PHONE: (503) 397-4114
FAX: (503) 397-0906

TILLAMOOK CENTER

P.O. Box 713
Tillamook, OR 97141
PHONE: (503) 842-5180
FAX: (503) 842-2580

TILLAMOOK HOME-BASED

6000 Hangar B Drive
Tillamook, OR 97141
PHONE: (503) 815-2863
FAX: (503) 815-2871

VERNONIA CENTER

P.O. Box 242
Vernonia, OR 97064
PHONE: (503) 429-9243
FAX: (503) 429-4103

WARRENTON CENTER

P.O. Box 1163
Warrenton, OR 97146
PHONE: (503) 861-9681
FAX: (503) 861-9775

PARENTING EDUCATION

P.O. Box 10
Rainier, OR 97048
PHONE: (503) 556-3736
FAX: (503) 556-0705

HEALTHY FAMILIES

125 N. 17th
St. Helens, OR 97051
PHONE: (503) 366-0800
FAX: (503) 366-0908

CHILD & FAMILY DEVELOPMENT PROGRAMS

Of Community Action Team, Inc.

NOTICE TO APPLICANT

A criminal background check and FBI fingerprinting are required for people working in Early Childhood Education and care. The cost is \$35.00 to be paid online or mailed in with application.

The applicant must complete the Child Care Division's form. You can apply online with the Child Care Division at: [Office of Child Care Online Central Background Registry Application](#).

OR to print off an application to mail in, type the address below into your browser:

http://www.oregon.gov/OCC/Pages/Online_application_informationpage.aspx

Once you have completed the application for enrollment to the Central Background Registry, you will receive information on how to schedule an appointment for fingerprinting. Fingerprinting will cost an additional \$12.50 when fingerprints are taken.

The applicant must be 18 years of age to qualify for Criminal Background Registration.

Drug Screening

A pre-employment drug test will be required for every perspective employee. Test results must be negative to be employed. The cost for the screening will be paid by Community Action Team.

*Providing Head Start, Healthy Families and
Parenting Education services*

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____

Last
Middle
First

Address: _____

Telephone: _____

Home
Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? Yes No _____

Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____

EDUCATION:

SCHOOLS ATTENDED	FROM - TO Field of Study	DATE LEFT Month/Year	GRADUATE Month/Year	DEGREE RECEIVED
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

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Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

To the best of my knowledge, all information on this application is true and correct.

Signature

Date

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

Signature

Date

This information will be kept strictly confidential.

Child & Family Development Programs Pre-Employment Reference Form

Applicant: Please complete one form for each reference; provide at least three references; and include at least two supervisors.

Section 1: Applicant Information

Last Name

First Name

Middle Initial

Position Applying For

Section 2: Reference Contact Information

Contact Person

Relationship to Applicant

Title

Company Name/Address

Phone Number

Fax Number

Email Address

Section 3: Reference Information

Position Held

Dates of Employment

Reason for Leaving

Applicant: Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

Attendance	Excellent	Good	Fair	Poor
Relationships w/Children	Excellent	Good	Fair	Poor
Co-Worker Relationships	Excellent	Good	Fair	Poor
Communication	Excellent	Good	Fair	Poor
Follow-Through	Excellent	Good	Fair	Poor
Dependability	Excellent	Good	Fair	Poor
Work Ethics	Excellent	Good	Fair	Poor
Self-Starter	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Honesty/Integrity	Excellent	Good	Fair	Poor
Flexibility	Excellent	Good	Fair	Poor
Empathy	Excellent	Good	Fair	Poor

REFERENCE Use Only			
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature

Date

Section 5: Signature of Person Verifying Reference Information

Signature

Date

Title

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