



UCAN Employment Opportunity

| Teacher-Transportation Assistant | |
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| Head Start | Closing Date: Open till filled |
| 28-29 Hours/Week – 40 Weeks/Year | Salary: \$10.75 - \$12.81 - Plus PTO/Dental benefits/Retirement |
| APPLICATION PACKET MUST INCLUDE UCAN APPLICATION, PROOF CRIMINAL HISTORY WAS STARTED | |

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submission to the Child Care Division with processing fee. **PROOF CRIMINAL HISTORY WAS STARTED MUST be included with the UCAN job application.** The on-line link for the CCD199 is:

http://www.oregon.gov/EMPLOY/CCD/pages/on-line_application_informationpage.aspx

Please allow 4-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

THE POSITION: In partnership with teaching staff, provide education services to children enrolled in assigned classrooms. **Essential Functions of the Job:** Willingly work at any classroom site assigned. Assist bus driver in transporting children by maintaining safe and orderly conduct on the bus (if assisting in a bussed class). Share responsibility of maintaining a safe and healthy classroom environment. Under guidance of the teacher take observations on children and enter into the web based data system. Maintain a receptive atmosphere in the classroom through open communication. Nurture children and respond to their individual needs using developmentally appropriate practices while following a consistent schedule which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and transitions between activities. Deliver Safety Sam training to children on the bus and in the classroom. Encourage parent participation in the classroom, field trips, and other family activities. Within a team of teacher, teacher-transportation assistant and classroom assistant, assist in classroom; maintain awareness of classroom plans through daily review of lesson plans, and support team with implementation of all activities. Maintain open communication with all team members. Participate in providing a safe and healthy environment on a daily basis. Attend family fun night. Provide food service in compliance with sanitation and USDA regulations. Assist with food transportation to classroom. Observe children weekly as directed by teacher. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. Respect the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations.

NOTE: Regular and consistent attendance is required; flexible work hours could be required with some evening meetings.

MINIMUM QUALIFICATIONS: Associates degree in Early Childhood education preferred or a Child Development Associate certificate OR a one year early childhood certificate issued by an accredited college OR be at step 7 on the Oregon Registry. If having a one year early childhood certificate and being at step 7 on the registry must be willing to obtain a Child Development Associate certificate. Driver's license not required, but highly desired. At time of appointment, must be enrolled in the Criminal History Registry. **NOTE:** Qualified applicants with bilingual capabilities in English/Spanish will be given extra consideration.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Reasonable knowledge of behaviors and abilities of children ages 3-5. **Skill in:** Observing, identifying and recording children's levels of development; basic use of computers. **Ability to:** Communicate effectively in both oral and written forms; perform several tasks simultaneously; be flexible and change priorities with little notice; good organizational skills and detail oriented; work within a team structure; make decisions independently in accordance with established policies, follow instructions maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and families and the public. Work in a safety conscious manner and be aware of surroundings at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921

Application on website: www.ucan-cap.org

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