



## JOB ANNOUNCEMENT

Classroom Assistant	
Head Start	Closing Date: Open until filled
26 Hours/Week – 40 Weeks/Year	Salary: \$10.52-\$12.43/hour PTO/Dental/Retirement benefits
<b>APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS</b>	

**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. **Registry results 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](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:** 1. Willingly work at any classroom site assigned; review lesson plan upon arrival to determine the classroom plan for the day. 2. Share responsibility of maintaining a safe and healthy classroom environment. Maintain a receptive atmosphere in the classroom through open communication. 3. 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. 4. Encourage parent participation in the classroom, field trips, and other family activities. 5. Assist in keeping classroom clean and organized. 6. Observe children and document observations as directed by teacher. 7. Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident. **NOTE:** Regular and consistent attendance is required. Flexible work hours could be required with some evening meetings.

**MINIMUM QUALIFICATIONS:** A Child Development Associate certificate (CDA) OR a one year Early Childhood Education certificate issues by an accredited college OR Associate degree in early childhood education OR related degree and coursework equivalent to 18 credits early childhood education from an accredited college. Driver's license required. At time of appointment, must be enrolled in the Criminal History Registry. Within 30 days of employment, must: 1) acquire an initial first aid card and renew as necessary to keep current, 2) must acquire an initial food handler's card and renew as necessary to keep current, and 3) participate in a staff health appraisal. Oregon driver license not required, but preferred.

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; good organizational skills; detail oriented; work within a team structure; follow instructions; make decisions independently in accordance with established policies, 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. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, lifting and carrying up to 5 pounds, keyboarding, reaching, sitting, standing and walking. Work is typically performed under very comfortable working conditions. Work requires frequent mental and/or visual attention.

**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.ucancap.org](http://www.ucancap.org)  
 EQUAL OPPORTUNITY EMPLOYER & PROVIDER  
 UCAN – Creating solutions to poverty! Improving lives in our community!