

United Community Action Partnership, Inc.

INTERNAL/EXTERNAL

V

A

C

A

N

C

Y

CLASS TITLE/POSITION: Head Start Teacher (JOB#0417G)

LOCATION: Windom

STARTING SALARY: \$14.45/hr (AA) \$15.54/hr (BA) + Benefits

JOB STATUS: Full time (40 hours), 36 weeks per year, Union position, begins August 2017

RESPONSIBILITIES: To provide a comprehensive Head Start experience that meets the requirements of the Head Start Performance Standards. To integrate component activities within the classroom. To empower parents and staff as team members in a comprehensive approach to child development and self-sufficiency.

EXAMPLES OF DUTIES:

- Plan, prepare and conduct 4 center days per week.
- Assure children's individual needs and differences are met.
- Provide families with ongoing support to assess needs and develop and reach goals.
- Encourage family engagement in program.
- Assist with assessment and development of Family Partnership Agreements with enrolled individuals and families.
- Supervise classroom staff.
- Coordinate and provide services for children with disabilities.
- Facilitate the transition of Head Start children to the next educational facility.
- Coordinate and integrate nutrition and health activities into the classroom.
- Assist with grantee efforts in recruitment of Head Start children.
- Support and Model United's Behavioral Competencies.

EDUCATION AND EXPERIENCE:

- AA or BA degree in Early Childhood Education, Child Development, or related field.
- CPR and First Aid certification.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Bilingual preferred both written and verbal.
- Effective verbal and written communication skills and demonstrated interpersonal skills.
- Computer/keyboarding skills required.
- Ability to work as part of a team and provide team leadership.
- Knowledge and understanding of child development.
- Demonstrated skills in problem-solving and conflict resolution strategies.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county area for meetings, workshops and conferences.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Knowledge and understanding of child development, integration of services and of issues faced by low-income people in the nine (9) county area.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

CLOSING DATE: Interested staff should email/submit written notice by 4/21/17. Open to the public until filled.

CONTACT: Shayna St. Pierre, Human Resources Coordinator
United Community Action Partnership, Inc.
200 4th St SW, PO Box 1359, Willmar, MN 56201
320-235-0850 or 1-800-992-1710 Ext. 1107
Email: shaynas@unitedcapmn.org

United Community Action Partnership, Inc. is an EOE/ADA/AA Employer.