

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES

VACANCY ANNOUNCEMENT

INFANT, TODDLER OR PRESCHOOL TEACHER CENTER, COLORADO

Implementation and supervision of curriculum at the classroom level. Responsible for the development and implement of all classroom activities. Maintain safe and stimulating learning environment for age of children in classroom.

POSITION DESCRIPTION:

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Support and implement the mission and goals of Otero Junior College Child Development Services.
3. Encourage and support parent involvement in all aspects of the Migrant & Seasonal Head Start program.
4. Participate in all required in-service training and applicable workshops.
5. Use developmentally appropriate practice in interactions with children.
6. Use sound educational theory in arrangement of classroom environment.
7. Do quality child development screenings in a timely manner.
8. Develop and implement Individual Plan for each child, based on testing, observation and parent requests.
9. Implement and individualize daily and weekly, individualized lesson plans that are appropriate for the children enrolled.
10. Keep daily records on attendance and number of meals and snacks provided for each child.
11. Submit accurate attendance records, in-kind, donated goods, and any other required reports by the due date.
12. Cooperate with all content area managers and specialists and center staff to meet all plan objectives.
13. Ensure that health, nutrition and safety are taught and practiced in the classroom, school environment, and outdoor areas.
14. Eat meals with children, using mealtime as a learning and social experience and not allowing food to be used for either punishment or reward.
15. Communicate positively and often with migrant and seasonal parents, respecting them as the primary educators of their children.
16. Assist families by sending appropriate educational activities home regularly and by sharing your knowledge of developmentally appropriate practices.
17. Assure that regular home visits and Parent/Teacher conferences are completed for each child by due dates.
18. Attend and help with family nights at your center when requested.
19. Encourage, supervise and guide parent and community volunteers in the classroom.
20. Make appropriate referrals to center staff for any child suspected of having a special need.
21. Include children with disabilities in regular classroom activities.
22. Provide training, encouragement and supervision for teacher aides and staff assigned to your classroom.
23. Submit requests for supplies in a timely manner and maintain updated inventory.
24. Other program related duties assigned by supervisory personnel and/or director.

See Human Resources for a complete job description

POSITION QUALIFICATIONS:

1. Minimum qualifications: Minimum: Infant/Toddler-Child Development Associate Certificate appropriate to age of children teaching or equivalent and have Expanding Quality In Infant and Toddler Care Credential or be enrolled to obtain; Preschool Minimum two year degree in ECE/Child

Development, family studies or related fields (applicants currently enrolled in classes to obtain two year degree may be considered upon review of transcripts) Preferred qualifications: Bachelor's in ECE/Child Development, family studies or related field.

2. Ability to lift children up to 50 lbs.
3. Ability to handle responsibility for classroom and to request assistance and guidance through appropriate channels.
4. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
5. Be eligible to work in a child care setting.
6. Have valid First Aide and Infant/Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
7. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
8. Show emotional stability and maturity.
9. Sensitive to cultural diversity.
10. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
11. Able to adhere to strict standards of confidentiality.
12. Be able to work effectively as a member of a team.
13. Submit regular on-going medical statements signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired for. Pursuant to State of Colorado Rules Regulating Child Care Centers and HS Performance Standards.
14. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
15. Bilingual English/Spanish a plus.

Finalists will be required to provide evidence of the above qualifications.

APPLICATION INSTRUCTIONS

For consideration, an applicant must complete CDS application and provide copies of college transcripts

Applications Available:

CDS website – cdsheadstart.com on employment page
Or at your local CDS Migrant and Seasonal Head Start

DEADLINE FOR APPLICATION:

February 8, 2019

Submit Application To:

Otero Junior College Child Development Services
Mailing address: 1802 Colorado Avenue, La Junta, CO 81050
Location address: 200 Burshears Avenue, La Junta, CO 81050
Fax: 719-384-1096

Inquires May Be Directed To:

Michelle Weaver (719) 384-3103

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero Junior College Child Development Services must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition direct deposit is required for all new employees.

Otero Junior College Child Development Services does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Avenue, Macdonald Hall, Room 221, La Junta, CO 81050 (719) 384-6824 or the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204 (303) 844-5695.

To learn more about Otero Junior College Child Development Services, visit the website at cdsheadstart.com