

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES

VACANCY ANNOUNCEMENT

Head Teacher – non classroom position. Fills in for Teachers in classroom on a as needed basis. Provide support and guidance to education staff in day to day procedures and monitors health safety, emotional support, classroom organization and education on practices.

POSITION DESCRIPTION:

1. Comply with Migrant and Seasonal Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
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. Work as part of a team to provide a welcoming environment for families and visitors.
5. Participate in all required in-service training and applicable workshops.
6. Become familiar with the current Work Plan, Creative Curriculum, Colorado Childcare Regulations, and the Head Start Child Development and Early Learning Framework Essential Domains.
7. Support teachers and document weekly observations in each assigned classroom to assure compliance with program guidelines in classroom organization, emotional support and education practices.
8. Assist Center Manager to ensure compliance with program guidelines in health and safety to include all environments.
9. Monitor completion and implementation of lesson plans.
10. Support teaching staff in implementing training received.
11. Complete proper care of center property, equipment and supplies.
12. Complete annual classroom and/or center inventory and submit to Education Manager.
13. Participate in family night activities and facilitate parent education items as requested.
14. Will coach and support teachers in the implementation of the PATH (Promotional Alternative Thinking Strategies).
15. Monitor and assist in home visits and parent teacher conferences to assure that program guidelines are met.
16. Submit required paperwork and or documentation to Education Manager and Disabilities Manager in a timely manner.
17. Certify and conduct CLASS and/or CEMH observations and provide feedback and support to teacher performance reviews in conjunction with Education and Disabilities Manager, Center Manager and Early Learning Mentor Coach.
18. Provide training as identified in conjunction with program managers.
19. Assist and monitor with the transition processes for children leaving OJC CDS to other programs and schools.
20. Work in collaboration and have regular communication with the Early Learning Mentor Coach, Education Manager, Disabilities Manager, Center Manager and other program service area managers.
21. Establishes and maintains a positive, trusting, supportive relationship with teaching staff and Early Learning Mentor Coach.
22. Facilitates effective communication, problem solving, planning, cooperation, and follow-through among teaching staff, between classrooms and other center staff through periodic meetings, written or oral communication.
23. Assures that developmental screenings/rescreen and assessments are completed according to determined schedule and in a timely manner and properly documented. Record screening results in Child Plus.
24. Guides teaching staff in identifying the different learning needs in children, addressing any challenges and following the in house request for referral process and completion of referral packet as assigned.
25. Fill in and function as classroom teacher when assigned/needed.
 - a. Impart knowledge and skills through instruction and monitoring of children using appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth.
26. Monitor for accurate and timely teacher completion of inhouse referrals, referrals, TSGOLD documentation and Child Plus tracking records.
27. Guide and direct center aides when working in classrooms.
28. Provide pre-in-service training for teachers, bus monitors and centers aides in the area of classroom support.
29. Complete regular file reviews to ensure screenings, ongoing assessments, outcome checkpoints, and required education tracking is completed correctly and on schedule with Disabilities Education Monitoring Form.
30. Compile education supplies for teachers to implement lesson plan and provide rich learning environments.

31. Other program related duties assigned by supervisory personnel and/or director.

QUALIFICATIONS/SKILLS:

1. Minimum qualifications: Two year degree in Early Childhood Education or equivalent degree.
2. Two years of experience in Head Start or similar early childhood organization.
3. Ability to lift children up to 50 lbs.
4. Have physical ability to provide direct care to infants, toddlers, and preschoolers. Be able to physically keep a child safe and be able get to child level. This would include squatting, sitting on toddler/preschool chairs or floor, and kneeling.
5. Strong supervisory experience. Ability to follow professional standards in the work place, acting as a role model in areas of attendance, punctuality, work ethic and relationships with co-workers.
6. Become CLASS certified and maintain certification.
7. Able to clearly and positively communicate expectations and recommendations to education staff.
8. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
9. Be eligible to work in a child care setting.
10. Have valid First Aide and Infant/Child CPR card and keep current.
11. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
12. Show emotional stability and maturity.
13. Sensitive to cultural diversity.
14. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
Able to adhere to strict standards of confidentiality.
15. Be able to work effectively as a member of a team.
16. 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.
17. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
18. 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