

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

Teacher Aides – part-time positions in La Junta
Provide support and assistance to the teacher in achieving program objectives and goals. Work mid August through May on a school year calendar

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Comply with Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
3. Support and implement the mission and goals of Otero Junior College Child Development Services.
4. Will encourage and support parent involvement in all aspects of the Head Start program.
5. Assist implementing individualized curriculum to meet the needs of each child.
6. Monitor the safety of children and ensure they are supervised at all times.
7. Insure that health, nutrition, and safety education are properly taught and practiced.
8. Share mealtime experiences with the children. Make lunch a learning and social experience, using child-sized portions and not letting food be used for punishment or reward.
9. Use sound educational theory in arranging classroom and preparing daily materials.
10. Monitor and model proper hygiene.
11. Be informed and alert to child neglect, abuse, and report to appropriate person.
12. Attend scheduled educational and staff meeting when requested.
13. Cooperate at center-level to facilitate center activities and to insure smooth operation of the center.
14. Classroom janitorial duties as necessary.
15. Assist in identifying indications of illnesses to be brought to the attention of the Center Manager.
16. Assist in keeping daily records on attendance and meal.
17. Assume active role in parent involvement, both classroom and non-classroom activities.
18. Encourage parents to participate in parenting classes, workshops, and other center activities.
19. Assume lead role in the absence of lead teacher.
20. Actively participate in activities w/children at their level.
21. Organize classroom areas.
22. Know and follow emergency plans and procedures.
23. Assist in preparation of classroom materials.
24. Assist implementing positive guidance and management techniques.
25. Utilize resource materials to assist in planning.
26. Follow procedures for releasing children (know where to find release forms).
27. Communicate efficiently with teacher.
28. Review the lesson plan in advance and assist teacher in facilitating groups.
29. Perform other program related duties as assigned by the Director.

QUALIFICATIONS/SKILLS:

1. Minimum: child development associate preschool certificate or willing to enroll in child development associate classes and obtain certification (financial assistance provided), college degree in an early childhood field. At least 9 month experience with 3-5 year olds.

Preferred: AAS degree in ECE/Child Development, Family Studies or related field, and at least 18 months experience with 3-5 year olds, and experience in a Head Start setting.

2. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
3. Eligible to work in a child care setting.
4. Have valid First Aide and Infant/Child CPR care and keep current or obtain within 30 days of employment if applicable to position.
5. Positive role model for children; language, dress and behavior must be appropriate to a child care setting.
6. Show emotional stability and maturity.
7. Sensitive to cultural diversity.
8. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
9. Able to adhere to strict standards of confidentiality.
10. Must be able to work effectively as a member as a team.
11. Must submit regular on-going medical statements 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 Head Start Performance Standards.
12. Bilingual Spanish/English preferred.

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

Salary: depending on education and experience

Benefits: PERA, medical, dental, vision, life

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
CDS Central Office, 200 Burshears, La Junta, CO 81050

DEADLINE FOR APPLICATION:

Until positions filled

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