

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

Center Aide – part-time position works 28 hours week during school year. Positions available at La Junta Center

To provide support and assistance where needed within the center in maintaining a safe, healthy and supportive environment for children.

1. Adhere to Otero Junior College Child Development Services policies and procedures.
2. Comply with Migrant and Seasonal 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. Encourage and support parent involvement in all aspects of the Migrant & Seasonal Head Start program.
5. Participate in all required in-service and on-going trainings and applicable workshops.
6. Help ensure safe and healthy conditions in the classroom, center, and outdoor environment. This may include working in classroom, kitchen, bus or for janitor.
7. Assist Center Managers, Teacher and Teachers Aides with projects.
8. Provide support in the center daily as directed by Center Manager or Head Teacher.
9. Depending on the daily needs of the center, your duties may include the following: laundry, supporting outdoor time, general cleaning duties, playground and grounds maintenance, assisting in the kitchen, taking children to restroom, changing diapers, changing clothing of children who have soiled themselves, answering telephone, making copies, assisting health staff, acting as a substitute for classroom staff, or assisting teachers and teacher aides in classrooms with children. Many more duties are possible within the center and are assigned as needed.
10. Other program related duties assigned by supervisory personnel and/or director.

QUALIFICATIONS/SKILLS:

1. Experience working with children ages 6 weeks to school age.
2. Ability to handle responsibility as a support within the center and to request assistance and guidance through appropriate channels.
3. Able to lift children up to 50 lbs.
4. Have physical ability to provide direct care to infants, toddler 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. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.

6. Be eligible to work in a child care setting.
7. Have valid First Aide and Infant/Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
8. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
9. Show emotional stability and maturity.
10. Sensitive to cultural diversity.
11. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
12. Able to adhere to strict standards of confidentiality.
13. Be able to work effectively as a member of a team.
14. 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.
15. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
16. Bilingual English/Spanish a plus.

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 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