

Eastern Oregon Head Start

Short Term Substitute Teacher Assistant

Position Type: Short Term Resource Employee

Department: Eastern Oregon Head Start Centers in Baker, Union, Elgin and La Grande

Application Deadline: On-Going

Description:

Assist the teacher in the following: providing high quality, safe learning experiences in the Domains of Approaches to Learning, Social and Emotional, Language and Literacy, Cognition, Perceptual, Motor, and Physical Development for children ages 3 to 5, in a half day program; collecting on-going child observations and assessments, and implementing activities to support individual child goals; creating positive connections with students and families Implement self-regulation and school readiness strategies and support transitions to kindergarten.

Minimum Qualifications:

High School Diploma or equivalent; CDA or AA in Early Childhood Education or Child Development preferred and is required within 2 years of hire; Good oral and written communications skills; Experience working with children in a calm, gentle manner, and a willingness to learn appropriate classroom techniques and strategies in working with children.

The successful candidate must have the physical ability to maintain visual and auditory supervision of children, interact actively with preschool children in the classroom and on the playground, and lift or move up to 50 pounds.

This position involves working closely as a team member and frequent interaction with parents and community members. Strict confidentiality and attention to detail in record-keeping, reporting and data entry is essential.

This position provides additional hours for participation in Conscious Discipline training and additional program training, as assigned.

Additional Comments:

On Call list

School year runs from 9/3/2019-6/26/2020

Prior to beginning work, the successful candidate must:

- Provide documentation of verification (i.e. Passport, Driver's License, Official ID Card, Original Birth Certificate, Social Security Card)
- Enrollment in the Oregon Child Care Division Central Background Registry or provide verification of application. https://www.oregon.gov/OCC/Pages/On-line_application_informationpage.aspx

- Communicable Disease Verification from a qualified Healthcare Provider

Desirable:

- Pediatric CPR/First Aid certification and a current Oregon Food Handler's Card will be required within 30 days of hire.

Compensation

Beginning Salary: \$11.08-\$11.79

Dependent on education and qualifications

Application Information

To find application go to <http://www.eou.edu/head-start/jobs/> at the bottom of the page.

To complete the application process, include:

- A written statement of your desire to be considered for the position;
- The completed Employment Application (all 4 pages);
- Affirmative Action Data Sheet (Optional)
- Transcripts, if applicable
- Photocopies of First Aid/CPR certification, Oregon Food Handler's card, if available, or any other documentation that supports your qualifications.
- You may be asked to provide additional information.
- Full time employees receive a full benefit package through the college.

Submit Applications to:

Eastern Oregon Head Start
Ackerman Hall Room 016
Eastern Oregon University
One University Boulevard
La Grande, OR 97850

Supervisor

Ruth Young, Education

Fax – 541-962-3794

Email – ryoung@eou.edu

Phone—541-962-3713

All job offers are contingent on approval by the Head Start Policy Council.