

# Head Start Half Time Teacher Assistant

Position Type: Resource Employee 19 hours a week

Department: Eastern Oregon University Head Start -- **Baker Center**

Application Deadline: May 31, 2019

## Description:

Assist the teacher in the following: providing high quality, safe learning experiences in the Domains of: Approaches to Learning; Social and Emotional; Language; Literacy; Cognition; Perceptual; Motor, and Physical Development for children ages 3 to 5, in a half day program; helping with ongoing 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:

Starting date August 13, 2019 through May 28, 2020

19 Hours/Week

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 [https://www.oregon.gov/OCC/Pages/On-line\\_application\\_informationpage.aspx](https://www.oregon.gov/OCC/Pages/On-line_application_informationpage.aspx)
- Communicable Disease Verification from a qualified Healthcare Provider

Within 30 days of hire:

- 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-\$12.03

Dependent on education and qualifications

## **Application Information**

To find application go to <http://www.eou.edu/hdstart/> 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

Fax – 541-962-3794

Kyle Ludwig

Email – [ludwigr@eou.edu](mailto:ludwigr@eou.edu)

Phone—541-962-3409

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