



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are seeking a **Center Assistant** for our early learning center located in **Pueblo West, CO**. This position is a regular, **full-time, school year** position. This position is eligible for benefits such as 401k, EAP and paid holidays. This position is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

This position is responsible for the early childhood classroom with direct focus on children 3-5 years of age. This position works collaboratively with their classroom team to plan, organize, and deliver early learning services directed towards achieving school readiness goals for all students.

The Teacher's focus is engaging both the child and family in the process of early learning by stressing the importance the family's role as the child's first teacher in the home.

**Duties and Responsibilities:**

- Assist in completing required monthly paperwork, that may include, but is not limited to the following; record of meals and attendance, inventory forms, volunteer/in-kind forms, child development plans and other internal and external reports/documents in accordance with federal and local regulations, policies, procedures, guidelines, and standards.

- Responsible for the welfare and safety of children during classroom hours, bus and field trips.
- Assist in preparing, setting up, serving, and cleaning up of family style meals and snacks.
- Models developmentally appropriate behavior and activities in dealing with children, families and staff.
- Plan and lead developmental activities during the bus ride.
- Attentively supervise and assist the children as they load, ride, and unload from the bus.
- Ensures that the children are seated and situated safely during transport Interacts with parents or guardians during pick-up and delivery of children. This may include receiving notes from parents to teachers and notes from Head Start staff to parents.
- Assist in ensuring children are dropped off to only authorized contacts on file with RMSER.
- Assists in ensuring children are escorted to their appropriate classrooms and checked-in appropriately.
- Assists in managing emergency situations such as a parent or known guardian not being present during delivery and/or pickup of child.
- Understands and adheres to health, safety, food handling and sanitation requirements before, during and after meal service.
- Prepares classroom for meal time by ensuring tables are properly sanitized and dishes and tableware are available to children.
- Prepares, serves, and cleans-up after family style meals and snacks.
- Stores food and supplies properly.
- Takes temperature of food before being served to children and calibrates food thermometers daily
- Ability to calm others under stressful or confrontational conditions.
- Comply with standard operating procedures established by RMSER.
- Participates in all required trainings for all components including, but not limited to, Nutrition, Education, and Transportation (where applicable).
- Other related duties as assigned.

### **Education, Credential, and Qualifications Requirements:**

- High School Diploma or GED required.
- Enrollment in a program leading to an associate or baccalaureate degree in Early Childhood Education or related field preferred.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Must have previous working knowledge of computers, internet and web browsers, word processing, and electronic timesheets using an internet-based system.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English and Spanish) based upon parent/student populations.
- Ability to follow detailed schedules, programs and policies.
- Certified CPR and First Aid.
- Ability to understand and strictly adhere to the RMSER confidentiality policy.
- Ability to express patience and understanding with all children at all times.

- Ability to read and understand written materials.

### **PHYSICAL DEMANDS**

- Must be able to lift up to 20lbs
- Must be able to stoop, kneel, stand, and walk for extended periods of time.
- May be exposed to heat and cold while outside assisting with the children.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud. While outside doing activities with children the environment could vary greatly based upon weather (hot, warm, cold and wet conditions).

Pay Range: 10.29 per hour

Typical Schedule: Monday – Friday

FLSA Status: non-exempt

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSE is an Equal Opportunity Employer