



**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!*
- *We provide **Education for the Future!***



We are currently seeking a dedicated and energetic **Center Assistant** for our Head Start Early Learning Center in **Parachute, CO**. This position is a **Part Time, school year** position. This position is eligible for our matching 401k program and paid holidays.

**POSITION SUMMARY**

The purpose of this position is to provide support to the Head Start center, classrooms and transportation (where applicable). Activities of the Center Assistant will be coordinated by the Center Supervisor. This position will include duties such as; assisting the teacher and teacher assistant in the classroom, providing supervision and assistance to children while on the bus routes, assist in ensuring cleanliness of the classroom after student meals.

The focus of this position is to attend to children in the classroom and on the bus (where applicable) so as to ensure a safe, comfortable, and clean environment.

**DUTIES & RESPONSIBILITIES**

- Responsible for the welfare and safety of children during classroom hours, bus and field trips.
- Assists in setting up, promoting and cleaning of family style meals and snacks.
- Must provide assistance in meal preparation for breakfast, lunch and snack (only applies to centers that have meals provided by school districts OR centers designated as satellite locations and have fewer than 4 classrooms ),

- Models developmentally appropriate behavior and activities in dealing with children, families and staff.
- Plans and leads developmental activities during the bus ride.
- Attentively supervises and assists 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.
- Assists in ensuring children are dropped off to and picked-up by only authorized contacts on file with RMSER.
- Assists in ensuring children are escorted from the bus to their appropriate classrooms and signed-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.
- Assists center staff in completing the hearing and vision checks for students as needed.
- Provides break coverage to educational and other center staff as needed.
- Other related duties as assigned.

### **EDUCATION REQUIREMENTS**

- High School Diploma or GED required.
- Enrollment in a program leading to a CDA, Associate or Bachelor's degree in Early Childhood Education or related field preferred.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of 1 year experience in working directly with preschool age children.
- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Ability to develop and maintain a nurturing and caring environment/classroom.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to Eligibility, Recruitment, Selection, Enrollment and Attendance

(ERSEA), family engagement, children events, and other events that benefit children and families in the community.

- Ability to multi-task, prioritize and tend to multiple children and parents.
- Knowledgeable in applying strategies to work with diverse populations.
- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e. read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

**Hours: Monday – Friday 7:30 – 4:30**

RMSE is an Equal Opportunity Employer

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

