



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 **Early Literacy Program Assistant** for our Head Start Early Learning Center in **Grand Junction, CO**. This position is a **part time, school year** position. This position is eligible for our matching 401k program and paid holidays.

POSITION SUMMARY

Provides assistants in the development, implementation and evaluation of the Treasure Chest Program, a program of language and literacy development to ensure kindergarten readiness for children enrolled in Head Start.

DUTIES & RESPONSIBILITIES

- Together with the Early Literacy Coordinator, identify and enroll Head Start children to participate in the Treasure Chest Program.
- Inventory and clean all contents in Treasure Chest Tubs.
- Load and unload Treasure Chest Tubs into and out of vehicles, personal vehicle use may be required.
- Identify children with developmental delays through the results of the ASQ-3(The Ages and Stages Questionnaire)
- Participate in home visits and meet with parents once a month regarding how to use the Treasure Chest Program.
- Assist with parent meeting and assist in parent orientation.
- Through home visitation, distributes Treasure Chests to families on a monthly basis, providing instruction on how to use the materials/books/games with their child interactively.

- Schedule and make home visitation appointments with parents regarding home visitation.
- Administer and re-screen the ASQ-3 on all participating children.
- Works closely with the child's Head Start Teacher and Family Advocate in sharing information relevant to the child's developmental progress.
- Attends all Rocky Mountain SER Head Start training relevant to this position.
- Partners with consultants of the Scottish Rite Foundation of Colorado and attends all training provided by them.
- Assist with submitting program outcome data including ASQ-3 pre/post program screening scores, parent satisfaction and family rating surveys.
- Other duties as assigned.

EDUCATION REQUIREMENTS

- High School Diploma or GED required.

EXPERIENCE & SKILL REQUIREMENTS

- Previous experience working in early childhood education preferred but not required.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple and complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to interpret/understand information received as well as prepares and transmits the same. Involves ongoing interaction with other RMSER employees, the general public and children and parents within the community.
- May involve interaction with persons whose first language is not English.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English and Spanish) based upon parent/student populations.
- Must have previous working knowledge of computers, internet and web browsers, word processing, and electronic timesheets using an internet-based system.
- Must be able to obtain First Aide and CPR certification.
- Ability to apply problem-solving skills essential in developing solutions for unanticipated issues and challenges.
- Ability to remain calm and calm others in an emergency and/or confrontational situation.
- Ability to manage time efficiently.

- Able to multi-task and remain flexible.
- Ability to speak and write in Spanish is essential for this position. Translation abilities are required for consideration.
- Ability to self-correct.
- Able to provide own transportation to multiple locations for scheduled and unscheduled appointments/observations.
- Must have a valid driver's license and current State of Colorado mandated insurance.
- Ability to work within a developed schedule and meet assigned deadlines.

SCREENING REQUIREMENTS

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check (via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to assist, receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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).

Hours: 15 hours per week/ Flexible Schedule

RMSEER is an Equal Opportunity Employer

**To join our team, please send resume and cover letter to
resumes@rmser.org**

