



**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 **Instructional Aide** for our Head Start Early Learning Center in **Pueblo, CO**. This position is a **regular, school year** position. This position is eligible for our matching 401k program and paid holidays.

**POSITION SUMMARY**

An Instructional Aide assists other educational staff members (i.e. Teacher and Teacher Assistant) in creating a positive learning environment to facilitate the personal, social, and intellectual development of children.

**DUTIES & RESPONSIBILITIES**

- Responsible for the welfare and safety of children during classroom hours, bus and field trips.
- Assist in facilitating the personal, social, and intellectual development of children.
- Assist in establishing a positive learning environment and respond to the individual needs of children.
- Assist teachers in maintaining appropriate order and children conduct in the classroom; observe behavior of children to assure safety; observes and assist in resolving disputes; refer serious discipline problems to the teacher.
- Models developmentally appropriate behavior and activities in dealing with children, families and staff.
- Sets up work areas and prepares areas for reading, crafts and other activities; set up exhibits, displays, collections and bulletin boards.
- 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 the classroom 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 other educational staff members in setting up, promoting and cleaning of family style meals and snacks.
- Assists in performing general clerical duties related to classroom instruction and activities, such as typing, duplicating, filing and taking attendance.
- 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 staff as needed.
- Attend staff meetings and in-service programs as required.
- Other related duties as assigned

### **EDUCATION REQUIREMENTS**

- High School Diploma or GED required.
- Enrollment in a program leading to a Child Development Associate Credential (CDA) required immediately upon hire.
- Signed RMSER CDA Commitment letter.

### **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.

### **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: 40 hours per week / Monday - Friday**

RMSEER is an Equal Opportunity Employer

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

