



**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 **Mentor Teacher** for our early learning centers located in Pueblo, CO. This position is a regular **Full-Time Year-round** position. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k as well as a generous paid time off allowance.

**DUTIES AND RESPONSIBILITIES:**

- Participates in all required trainings and parent meetings if applicable.
- Complies with all Standard Operating Procedures.
- Complies with the Rules and Regulations for Child Care Centers.
- Assists in planning a comprehensive, multi-cultural program of child development that meets Head Start Performance Standards, ACF Guidelines, Child Care Rules and Regulations, and State Quality Standards.
- Ensures lesson plans for the daily activities that stimulate learning in all the developmental areas; physical, social/emotional, cognitive, and language/literacy are posted and met.
- Assists in following and planning activities for Individualized Education Programs written for children with special needs.
- Ensures weekly that all policies are in compliance with licensing rules.
- Ensures the safety and well-being of children in accordance with licensing rules.
- Assists in developing and planning for individualized activities for each child according to each child's learning style and developmental level.

- Assists in completing required monthly paperwork assigned in accordance with federal and local regulations, policies, procedures, guidelines, and standards.
- Must be present at the site 60% of the time when children are in attendance.
- Assists in training classroom volunteers on classroom and Head Start policies and procedures and Child Care Rules and Regulations.
- Responsible for assisting in organizing field trips and visits from community agencies.
- Assists in preparing, setting-up, serving, and cleaning-up of family style meals and snacks.
- Models developmentally appropriate practices and activities in all aspects of the job.
- Assists in screening and assessing children using the screening and assessment tools for the program agency.

#### **EDUCATION and EXPERIENCE:**

- Bachelor's degree in Early Childhood Education or related field.
- Director Qualifications approval letter from the Department of Human Services including:
  - Three semester hours or equivalent in child growth and development or child psychology.
  - Three semester hours or equivalent in methods and techniques of teaching the preschool-aged child
  - A total of 6 semester hours or equivalent quarter hours in 2 classes health, nutrition, and safety; and administration of a child care center which must be at least 3 semester or equivalent quarter hours; or
  - Directors of public school preschool must attend a department approved course of training in nutrition and implementation of rules regulating child care
- 12 months (1820 hours or more) of verified experience working directly with children in a child development program or verified experience working directly with children in a child development program
- **Bi-lingual preferred**

#### **REQUIRED SKILLS:**

- Understands Early Childhood education principles as they relate to classroom functions and curriculum.
- Ability to understand and strictly adhere to the RMSER Head Start confidentiality policy.
- Ability to take the lead teacher position and fulfill all required lead teacher duties in the event that the teacher is out sick or on leave.
- Ability to execute computer skills for reporting purposes and assisting in monitoring individual child observations/anecdotal notes, lesson plans, progress and planning reports, and other related information.

Salary: \$35,000 - \$36,000  
FLSA: Exempt  
Schedule: Monday - Friday  
Benefit Eligible: Yes

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



RMSER is an Equal Opportunity Employer