



**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 currently seeking a **Substitute Center Assistant** for our early learning center located in **Trinidad, CO.**

**DUTIES & 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 and dropped off to only authorized contacts on file with RMSEER.
- 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**

- 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 REQUIREMENTS**

- 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.

- ✓ Rate of pay: \$10.00 / per hour

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



RMSER is an Equal Opportunity Employer

