



**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 **Substitute Teacher Assistant** for our Early Childhood Education, Head Start classrooms in **Garfield County, CO**

Below are the duties and qualifications for this position, though not completely comprehensive:

**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.
- Assists the teacher to create 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. (TSG)
- Assists in completing required monthly paperwork assigned in accordance with federal and local regulations, policies, procedures, guidelines, and standards.

- Assists in training classroom volunteers on classroom and Head Start policies and procedures and Child Care Rules and Regulations.
- 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.
- May be required to act as a Bus Monitor on routine bus routes and during field trips.
- May be required to assist with paperwork for Social Services and other participating agencies.

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

- ◆ Minimum education: High School diploma and a CDA.
- ◆ Applicants that do not have a CDA and can provide proof hours worked in an early learning program and have courses in ECE may still be eligible for employment with the expectation that a CDA will be obtained within a 2-year period.
- ◆ Knowledge of the Head Start program and/or prior involvement with the program is desired but not required.
- ◆ Knowledge and experience of the community dynamics and services in the local area.
- ◆ 1 to 2 years experience in managing and relating to small children in groups and individually.
- ◆ Experience with interacting with parents and others who represent various backgrounds.

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



RMSER is an Equal Opportunity Employer