



Rocky Mountain SER has been satisfying Colorado's diverse employment, training, and educational needs since 1980.

Rocky Mountain SER (RMSER) is a grassroots community based organization established in 1980. Since its inception, RMSER has provided quality educational, employment and training services to over 50,000 unemployed, economically disadvantaged and underemployed individuals.

Currently, RMSER serves more than 3,000 low-income and disadvantaged families annually through its Head Start, Workforce Training, Migrant Farm worker, and Youth and Community programs.

We are seeking a **Substitute Teacher Assistant** for our Early Childhood Education, Head Start classrooms in **Walsenburg, 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.

FLSA : Non Exempt

Benefits Eligible: Yes

Pay Rate: \$10.00 to \$11.21 per hour – Based upon credentials

EOE

To Apply: Please send resume and cover letter to resumes@rmser.org