



## **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 **Substitute Teacher Assistants** for Early Learning Center in **Trinidad, 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
- ◆ 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: No

Pay Rate: \$12.00 per hour

**To Apply: Please send resume and cover letter to [resumes@rmser.org](mailto:resumes@rmser.org)**