



## 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 passionate and energetic **Teacher Assistant** for our Head Start Early Learning Center in **Pueblo West, CO**. This position is a regular **school year** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

### Position Summary:

This position is responsible for assisting the early childhood classroom with direct focus on children 3-5 years of age. This position works collaboratively with the classroom Teacher to organize and deliver early learning services directed towards achieving safe care and school readiness goals.

The Teacher Assistant's focus is supporting the Teacher in engaging both the child and family in the process of early learning by stressing the importance the family's role as the child's first teacher in the home.

### Duties and Responsibilities:

- Supports the Teacher in the execution of daily lesson plans in response to children's needs and interests based upon data obtained from Teaching Strategies Gold (TS Gold) Classroom Assessment Scoring System (CLASS), Ages & Stages Questionnaires (ASQ) and/or Parents Evaluations of Development (PEDS) incorporating observations, record keeping, knowledge of early childhood development and the key experiences.
- Provides children with a consistent classroom routine based upon age appropriate approved

curriculum.

- Supports the Teacher in the generation of Parent-Child Activity Form weekly from the Agency's designated system to provide to parents so as to track parent-child activities.
- Knowledge of Individualized Education Programs (IEP's) for children with special needs and supports teaching strategies relevant to the needs of the child.
- Assists learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books and their problem solving abilities.
- Supports individualized activities for each child including goal setting based on identified needs and recommendations for objectives and activities to meet established child outcomes.
- Takes an active role in the promotion of RMSE's programs and participates in community outreach functions that promote child enrollment and recruitment processes (ERSEA).
- Seeks out continued professional development opportunities so as to keep skills, methods and knowledge of ECE current and relevant.
- Under the mentorship of the Teacher, spends a period of time taking a lead role in the classroom to increase and enhance skills.
- Actively promote, plan and participate in family meetings.
- Assists Teacher in providing on-going information to parents on child's progress, strengths and challenges to ensure their awareness and involvement.
- Attends home visits and family conferences in collaboration with the Teacher and Family Advocate.
- Completes required paperwork, observations, and enters children's data into the Agency's designated system(s) (TS Gold, PROMIS, etc.) on a frequent basis to ensure accurate and timely data is available on all children in the classroom.
- Responsible for the timely and accurate entry of student daily attendance into the Agency's designated system.
- Responsible for developmental screening and assessing children using the approved developmental tools based upon head start and child care licensing regulations.
- In coordination with the Teacher supervises and ensures the safety and security of children at all times in accordance with Head Start and Child Care Rules and Regulations.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Understands all federal, state and local health and safety regulations pertaining to center and classroom environments, and Teacher responsibilities for a safe and healthy classroom.
- Ensures they are aware of and can apply fire drill and emergency preparedness and response procedures for their center.
- Responsible for organizing and assisting field trips to and visits from community agencies.
- Provides supervision during mealtimes and eats nutritious meals and snacks with the children to model appropriate eating behaviors that promote family style dining and encourage the development of social skills.
- Completes Records of Meals (ROMS) during mealtime.
- Verifies accuracy of ROMS weekly for attendance, participation in meal service and parent sign in sheets to ensure compliance for CACFP compliance.
- Supports a team based approach in the identification, generation and tracking of in-kind. This includes, but is not limited to, assisting in ensuring classroom volunteer time and parent activity time is appropriately tracked.

- Instructs, guides, and works effectively with the volunteers assigned to the classroom.
- Serves as a positive role model for children and families and actively promote an inclusive as children acquire readiness skills for kindergarten.
- Creates a welcoming and team environment for families, staff and volunteers in the classroom.
- Demonstrates responsible, nurturing and professional behavior at all times.
- Maintains confidentiality in regard to staff, children and family information.
- Demonstrates commitment to mission, core values and policies in the performance of daily duties.
- Seeks out continued professional development opportunities so as to keep skills, methods and knowledge of ECE current and relevant. Must have a current Professional Development plan in place at all times.
- Responsible for monitoring and maintaining their credentials as required for their position.
- Builds a positive rapport with the children, families, team members and volunteers.
- Other related duties as assigned.

### **Education, Credential, and Qualifications Requirements:**

- High School diploma and a Child Development Associate credential (CDA). Applicants that do not have a CDA that can provide proof of sufficient hours worked in an early learning program (preschool age children) and have begun courses in ECE may still be eligible for employment with the expectation that a CDA be obtained within a 2-year period.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of 1 year experience in a head start or other early learning program working directly with preschool age children.
- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Ability to develop and maintain a nurturing and caring environment/classroom.
- Must be able to fulfill role as a mandated reporter and follow rules regarding the identification and reporting of possible child abuse and neglect.
- Must have training and experience in Family Style meals for compliance with Child and Adult Care Food Program (CACFP).
- Experience in child observations and entry of child observations and goals into Teaching Strategies Gold (TS Gold).
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), family engagement, children events, and other events that benefit children and families in the community.
- Must be able to express the utmost attention to attendance and timeliness so as to ensure
- classroom readiness for families and students.
- Ability to multi-task, prioritize and tend to multiple children and parents.
- Knowledgeable in applying strategies to work with diverse populations.

- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e. read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

### **SCREENING REQUIREMENTS**

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. . A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud. While outside doing activities with children the environment could vary greatly based upon weather (hot, warm, cold and wet conditions).

FLSA : Non Exempt

Pay Rate: based on experience and credentials

Work Schedule: Monday – Friday, 7:30 AM – 4:30 PM

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



RMSEER is an Equal Opportunity Employer