

## **Early Head Start Support Teacher - Bilingual English/Spanish (Temporary)**

**CLASSIFICATION:** Non-Exempt, Hourly

**WORK SCHEDULE:** Temporary, Full-time, 40 hours per week

**PAY/SALARY:** TBD

**LOCATION:** Salem, OR

Family Building Blocks (FBB) is accepting applications for a temporary, full-time Early Head Start Support Teacher will work in Salem. This position is not eligible for benefits.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

### **Primary Purpose**

The Early Head Start Support Teacher at Family Building Blocks assists to create and manage an attractive, safe, warm, and challenging learning environment for infants and toddlers in the classroom, bus, and classroom site. The Support Teacher recognizes parents as the child's first teachers and supports positive interactions between teachers, children and parents. The Support Teacher assists the regular classroom teachers at Early Head Start to incorporate developmentally appropriate learning, care giving, and early intervention activities to meet the needs of the group as well as the individual children in accordance with Head Start Performance Standards and the Head Start Act. Furthermore, they promote the safe transportation of Early Head Start children, assuring each child is picked up and transported in a safe manner. This position requires a flexible schedule to prepare classroom, assist in transportation duties and schedule home visits and participate in program activities that may include occasional overtime, late and/or early mornings. This position requires regular travel to perform program errands and occasionally to visit other sites and attend trainings/meetings

### **Essential Duties:**

#### **Child Development**

- Fulfill all Lead Teacher classroom responsibilities in the absence of a Lead Teacher
- Ride the bus daily to assist in the safe transportation of children, while coordinating the paperwork and communication flow between home and the Early Head Start site.
- Assess and meet the needs of all children; including those who are at risk, those with special needs, those who are gifted and those who are culturally diverse.
- Support child goals and utilize curriculum and lesson plans to promote the social, emotional, physical, and cognitive development of infants and toddlers.
- Set a consistent schedule, while allowing flexibility to meet individual children's needs.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making.
- Use appropriate positive child guidance techniques

- Support each child's social-emotional health by encouraging positive parent-child interaction and modeling positive interactions in the presence of parents.
- Provide parents with developmentally appropriate activities to foster parent-child attachment and bonding.

#### **Environment**

- Provide an atmosphere that promotes and reinforces volunteer involvement.
- Be open and responsive to the needs of children and families
- Set up a safe, inviting, and functional environment that responds to children's' needs
- Respond to crisis or emergency situations that may occur. Provide First Aid or CPR, prevent the spread of blood borne pathogens, and access emergency services as needed.

#### **Family Support**

- Provide families with home visits in the absence of a Lead Teacher
- Collaborate to conduct regular educational play groups that are responsive to individual family's needs, interests, goals and learning styles.
- Work with appropriate agencies in developing specialized planning for children/families as needed.
- Meet regularly with other Teachers and staff, including the mental health consultant (as needed) regarding each child's status and progress.
- Maintaining a partial caseload of Early Head Start Home-Based program participants, and provide all services to them in accordance with Early Head Start performance standards the Head Start Act and agency protocols.

#### **Other related Program Activities as needed**

- Support smooth operations of the classrooms as needed by assisting with coverage during breaks, laundry, food prep, documentation, set up and clean up as needed.
- Enter attendance and other data into the EHS database as needed.
- Update child information and forms as needed.
- Support Lead Teachers in preparing materials for home visits as needed.
- Provide childcare and other support during parent involvement activities.
- Attend meetings, trainings, and appropriate professional development activities.
- Assure general maintenance, organization, cleanliness, and security of facility.
- Ensure that all cases of suspected abuse and neglect are reported in accordance with Oregon statutes.

#### **Minimum Qualifications:**

- CDA Credential in Early Childhood Education, OR comparable credential (20 quarter credit hours) from an accredited institution with a focus on infant/toddler development, OR equivalent combination of training and course work (ORO Step 8) in early childhood development with a focus on infant/toddler development
- 6 Months or related experience
- Computer skills, to include use of internet, email, and data entry (Microsoft Office) and the ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.

- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Possess organizational, time management, recordkeeping skills.
- Culturally responsive with the ability to build trusting relationships with families.
- Bilingual English/Spanish
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

### **Preferred Qualifications**

- Bachelor's degree in Early Childhood Education or related field
- Two years' experience working in an infant/toddler classroom
- Experience working with children and families in a social service setting

### **Additional Eligibility and Qualifications**

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment

### **Certificates, Licenses and Registrations**

- Must have First Aid/ CPR card and Food Handler's card within 30 days of employment
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)
- Valid Oregon Driver's license
- Proof of current auto insurance

APPLICATION DEADLINE: Open until finalists are selected

### **HOW TO APPLY**

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org).

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

*Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.*