
Position Information: TRAVELING TEACHER

Supervised by: Education Manager/Team Leader

Supervises: none

Salary: Coordinator III

Classification: Non-Exempt

Terms of Employment: Seasonal

Job Goal:

To assist in implementing a quality education program that will assist families in identifying and reinforcing experiences which can occur in the classroom by providing classroom coverage when lead staff are absent.

Essential Responsibilities:

- Assist in implementing of the Education/Disabilities Component
 - Provide for the constant supervision of all children
 - Establish an environment which will stimulate a desire for learning, independence and self-esteem both parents and children, both indoor and outdoor
 - Encourage parents to participate in curriculum planning and program development
 - Ensure that classroom activities are developmentally appropriate and carried out according to Head Start/OPP and program philosophy, policies and procedures
 - Plan with parents and team members to ensure that daily personal hygiene of the children is met (i.e., feeding, diapering, toileting, tooth brushing and hand washing)
 - Ensure that the planning and involvement of children occurs in the preparation of nutritious snacks and clean-up of eating area
 - Maintain, with team members and parents, an approach to guidance within the framework of Head Start/OPP policy to ensure that children are taught, disciplined, and supervised in a consistent manner
 - When in the classroom, act as a contact person for communicating with appropriate staff, families, volunteers, and assistant teacher (where appropriate) in matters relating to Head Start children, at the center level
- Be able to handle emergency situations as designated by program policies and procedures
- Maintain a clean, orderly, safe, and attractive classroom with assistance of team members, parents and volunteers

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services

- Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
 - Improve self-skills and education
 - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
 - And or any other duties deemed necessary by your supervisor

Education Requirements:

- Minimum of an Associates' Degree in ECE with experience required.
- Enroll in the Oregon Registry Online (ORO) to receive a Step Certificate

Experience and Skills Requirements:

- Previous Head Start and/or Early Head Start, Infant/Toddlers experience preferred
- Current CPR, First Aid and Food Handler's cards
- Adequate means of transportation
- Home Visit experience (preferred)
- Case management experience (preferred)
- Supervisory experience (preferred)
- Previous Head Start or early childhood experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)

Physical Requirements:

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. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift children up to 50 pounds from the floor to waist high ten to fifteen times a day
- Frequently crouch to a child's height and maintain eye contact at a child's level; stand tall enough to reach children on play equipment; stand or sit for long periods of time; walk up and down stairs; walk or run quickly; walk over rough or uneven ground.
- Frequently bend and kneel.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Kneel or sit on the floor or in child sized furniture.
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, and mop.
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- Requires working indoors in environmentally controlled conditions, as well as in an outdoor learning environment (exposure to weather)
- Requires exposure to cleaning fluids and sanitizing agents.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer