

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start**

Position: **Teacher/Teacher Assistant Floater**

Status: **Full-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's/Associate's degree in Early Childhood Education required or must be willing to obtain Child Development Associate (CDA). Maintain current credentials and certifications. Must meet Head Start Program Performance Standards. Current liability insurance and a valid driver's license desirable. Maintain a working knowledge of the needs of the ages of children assigned to and the ability to be responsive to those needs. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Punctuality, dependability and flexibility. Experience working with children.

Essential Functions:

- Comply and implement all applicable local, state, and federal regulations, including but not limited to Head Start and Licensing Standards and follow CDC procedures/guidelines.
- Assist teacher in all aspects of the classroom operation including carrying out lesson plans, field trips and daily activities.
- Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
- Actively assist in teaching, modeling and engaging children in play and learning in classroom.
- Establish and maintain a positive and trusting relationship with children and their families.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- Assist in the process of classroom coverage. Punctuality is critical.
- Actively supervise and engage children at all times to ensure child safety.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise.
- Work with children and their families to support development toward school readiness.
- Utilize developmentally appropriate practices (DAP) and be willing to learn and implements CLASS dimensions and ECERS standards.
- Must be willing to learn the essential functions of bus monitor including, but not limited to, assisting children on and off the bus, ensure the proper use of child restraint systems, enforce safety rules at all times.

Additional Functions: Attend and participate in all staff meetings and trainings as requested by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services. Perform additional duties as requested by supervisor.

Environmental Functions: Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to lift up to 50 lbs. Work schedule may vary dependent upon program needs. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend. May be exposed to variety of potentially hazardous living and health conditions of enrolled families.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!