

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

Department: **Rapid City Head Start**

Position: **Education/Disabilities Assistant**

Status: **Full-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40/23**

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:** High School diploma or GED required. Must be willing to obtain a Child Development Associate (CDA) credential within the first year of employment. Must meet Head Start Program Performance Standards. Ability to work effectively with people of all diverse disabilities. Ability to maintain confidentiality. Current vehicle liability insurance and a valid driver's license required. Minimum of 21 years of age (BFOQ) and have a good driving record. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. May be required, now or in the future, to submit to a DOT physical and acquire a CDL with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT.

**Essential Functions:**

- Support IEP/IFSP goals and intervention strategies through inclusion in daily activities.
- Participate in the developmental screening of Head Start Children.
- Maintain accurate records and documentation of children's progress.
- Attend staffings of Head Start children as requested.
- Assist in securing the non-federal match as required.
- Attend all staff meetings and trainings as requested by supervisor.
- Assist in Head Start and Early Head Start classrooms when needed.

**Additional Functions:** Perform childcare duties as needed. Attend IEP/IFSP meetings as requested by supervisor. Assist in data entry of program records. Promote and support all YFS programs and services. Perform additional duties as assigned by supervisor. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Serve as substitute bus driver and teacher assistant as needed.

**Environmental Functions:** Ability to lift up to 50 lbs. Flexible work schedule. If serving as bus driver, may be required to drive in varying weather conditions.

**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!**