

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

Department: **Rapid City Head Start**

Position: **Teacher Preschool**

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 degree in early childhood education preferred. Current South Dakota teaching certificate with minor or endorsement in early childhood education or Bachelor's degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children required. Associate degree in early childhood education may be considered. Must meet Head Start Program Performance Standards. Maintain current credentials and certifications. Computer competency. Current vehicle liability insurance and a valid driver's license required. 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. Must have knowledge and experience in child development and early childhood education; the fundamentals of child health, safety, and nutrition; adult learning principles / family dynamics / adult education. Good teamwork and networking skills.

**Essential Functions:**

- Responsible for implementation of all applicable Head Start Performance Standards.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Work in conjunction with appropriate staff to help children achieve individualized goals using the information from screenings and assessments. Implement IEP/RTI requirements when appropriate.
- Assist in completion of screenings and assessments within 45 days of enrollment.
- Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
- Plan and implement two home visits and two parent-teacher conferences per child lasting one hour.
- Utilize developmentally appropriate practices (DAP) and incorporate CLASS dimensions in the classroom and follow ECERS standards.
- Assist Coordinator with hiring, training and supervising classroom staff.
- Establish and maintain a positive and trusting relationship with children and their families. Support parents to become involved in the programs curriculum approach to child development, education, school readiness and family partnership agreements.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.
- Direct teacher assistants, substitutes, and volunteers to carry out daily operations and to actively supervise and engage children at all times to ensure child safety.

**Additional Functions:** Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Assume Coordinator responsibilities in their absence if assigned. Attend and participate in staff meetings and trainings as requested by supervisor. Maintain a clean, safe, healthy, and organized environment for staff and families. Encourage parents to attend Parent Association meetings and other center activities. Maintain confidentiality as it relates to information about children, families, and other staff members. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Perform additional duties as requested by supervisor. Assist in recruitment of children, families, and volunteers for program services. Monitor and adhere to budget of classroom expenses. Keep supplies updated and current.

**Environmental Functions:** Ability to lift up to 50 lbs. Flexible work schedule. 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!**