

## **Early Head Start Teacher (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 full-time Early Head Start Teacher who will work in Salem. This is a temporary full-time position and 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 Teacher at Family Building Blocks creates and manages an attractive, safe, warm, and challenging learning environment for infants and toddlers; which goes beyond the classroom and into the homes of the families we serve. Teachers work to bridge the gap between the home and the classroom; recognizing parents as the child's first teachers and building upon each family's strengths to meet this goal. Teachers incorporate developmentally appropriate learning, care giving, and early intervention activities to meet the needs of the group as well as the individual children and families. They do so in accordance with Head Start Performance Standards. 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:**

Early Head Start Teachers provide early childhood developmental education, health, nutrition and social service to children and families in the following ways:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Early Head Start Teachers provide early childhood developmental education, health, nutrition and social service to children and families in the following ways:

### **Child Education and Development**

- 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.

- Develop 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.
- Use the therapeutic classroom philosophy, Guides to Speech and Action, at all times during classroom and home visiting time.
- Set up a safe, inviting, and functional classroom environment that responds to children's' needs

### **Home Visits and Family Support**

- Conduct regular educational home visits that are responsive to individual family's needs, interests, learning style and cultures.
- Develop and maintain child and family goals and objectives to meet each family's needs.
- Work with appropriate agencies in developing individualized and specialized planning for children/families as needed. Some examples of these agencies are Department of Human Services and Willamette Education Service District.
- Encourage parents to participate actively in all aspects of the program.
- Meet regularly with parents and other staff, including the mental health consultant (as needed) regarding each child's status and progress.
- Being flexible to support child care opportunities for program meeting requirements and socializations.

### **Documentation and Program Support**

- Maintain accurate and timely written records including assessments, special education documentation, screening instruments, observations, and documentation for of all interactions with families served.
- Enter data into the EHS database in a timely manner.
- Document all parent contact information and maintain child files.
- Attend meetings, trainings, and appropriate professional development activities.
- Assure general maintenance, organization, cleanliness, and security of facility.
- Collaborate with others to plan and implement family night activities, play groups and other program events
- Ensure that all cases of suspected abuse and neglect are reported in accordance with Oregon statutes.

### **Volunteer & Intern Program Support**

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns involvement in the classroom.

- Support the work of FBB volunteers and interns as an integral part of program services.
- Provide learning opportunities for volunteers and interns while participating in program services.
- Collaborate with teaching team, supervisors, and Volunteer Coordinator to assist with regular volunteer trainings.
- Acknowledge their efforts by participating in recognition events and sharing their accomplishments.
- Provide ongoing feedback and assessment through both written and verbal communication in addition providing 1-2 evaluations in collaboration with interns per term as needed.

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

- Responsible for maintenance of materials, equipment and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of transportation and bus related activities.
- Assist as needed and/or assigned to related activities such as Parents activities and meetings; and other parenting class/Services.
- Coordinating Immunizations
- Committee or other program participation

#### **Minimum Education and Experience**

- 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 experience working in an infant/toddler classroom in a related environment
- Demonstrated experience working with high risk children and families
- Demonstrate competency to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to
- 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.
- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.
- Possess organizational, time management, recordkeeping skills.
- 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.
- Culturally responsive with the ability to build trusting relationships with families.

- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

### **Preferred Education and Experience**

- Bachelor's degree in Early Childhood Education
- Two + years experience working in an infant/toddler classroom
- Experience working with children and families in a social service setting
- Bilingual English/Spanish strongly preferred.

### **Additional Eligibility and Qualifications**

- Mandatory reporter - 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 is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment

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

- 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)

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.*