

## JOB ANNOUNCEMENT

**(Please see end of document for application information)**

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**POSITION:** Support Services Aide (Teacher IV)  
**DEPARTMENT:** Early Learning And Family Services  
**REPORTS TO:** Site Coordinator  
**SALARY GRADE:** 2 (\$12.00 to \$13.96 per hour\*)  
 \*Candidate offers consider experience, qualifications and internal equity  
**FLSA STATUS:** Non-Exempt  
**SCHEDULE:** On-Call  
**LOCATION:** Whatcom County

**JOB SUMMARY:**

Works with the teaching staff and volunteers to provide service to three to five-year-old children in a Head Start Preschool. Responsible for setting up and cleaning up meal service as assigned. Provides pupil supervision and ensure a safe environment for all children on a 22 passenger school bus as assigned. Maintains working knowledge of Head Start Performance Standards, state ECEAP standards, agency policies and procedures and other applicable regulations.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

1. Assists in the preparation, set-up and cleanup of classroom/center activities as assigned.
2. Works directly with youngsters in small groups and individually.
3. Performs meal set up and clean up.
4. Assists with maintenance of materials and equipment.
5. Assists with record keeping, routine center and parent communications and related documentation.
6. Assists the bus driver in ensuring a safe environment on ELAFS buses.

**OTHER RESPONSIBILITIES:**

1. Attends parent events, meetings and training sessions as required by supervisor.
2. Assists with food service delivery.
3. Transports materials and equipment on occasion when assigned if holding a valid Washington State Driver's License.

**EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:**

1. High school diploma or equivalent
2. Child Development Associate (CDA) or coursework in ECE preferred.
3. One year volunteer or work experience in early childhood education preferred.
4. Experience working with families under stress preferred.
5. ***If recruitment is for a Bilingual position:*** Must bilingually speak, write and read with fluency and proficiency between English and Spanish, Russian, Punjabi, and/or other languages.

**SKILLS AND ABILITIES REQUIRED:**

1. Able to work effectively with parents, volunteers, children and staff.
2. Basic language skills including ability to read and express oneself clearly verbally and in writing.
3. Competent in documentation and record keeping.
4. Demonstrated ability to relate in a supportive, non-judgmental manner to families of varying cultural, educational and socioeconomic backgrounds.
5. Knowledge of other languages and cultures preferred.

6. Basic computer skills, including familiarity with word processing, spreadsheet applications, and data base input and e-mail for communication and record keeping.
7. Able to adapt interpersonal skills in response to individual styles, personalities and cultures.

**ADDITIONAL REQUIREMENTS UPON HIRING:**

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical checkups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. Must submit to a criminal records check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
4. Must have current First Aid card and Infant/Child CPR training (or obtain within 30 days), and must maintain current certificates for length of employment.
5. Must have and maintain Washington State Food Handler's Permit during length of employment.

**WORKING CONDITIONS:**

Work is generally performed in a noisy, active preschool classroom environment or crowded office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Occasionally requires local travel to and from meetings, trainings, and other job-related activities. May drive program vehicles to transport children.

**JOB PURPOSE:**

A teacher provides education experiences to 3 – 5 year olds in support of school readiness along with mental, social, and emotional development support.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Provides support to teachers and assistants to ensure safety and smooth operations in the classroom
- Assists with meals and outdoor activities

**OTHER RESPONSIBILITIES:**

- Other related duties as assigned

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- A high school diploma or equivalent; and
- Less than one year of experience

**SKILLS AND ABILITIES REQUIRED:**

**Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- Organizing and Planning: has strong organizing and planning skills that allow them to be highly productive and efficient; manages time wisely, and effectively prioritizes multiple competing tasks.

- Industry Knowledge: understands the general workings of classroom teaching, within which the organization functions; monitors activities and trends within these arenas and maintains a current knowledge base.
- Composure: maintains emotional control, even under ambiguous or stressful circumstances; demonstrates emotions appropriate to the situation and continues performing steadily and effectively.
- Sensitivity: values and respects the concerns and feelings of others: behaviors communicate empathy toward others, respect for the individual, and appreciation of diversity among team members
- High Standards: establishes and models standards that guarantee exceptional quality and necessary attention to detail; continually seeks to improve processes and products.

**OTHER SKILLS**

R = rarely      O = occasionally      F = frequently

Activity	R	O	F
Instruct groups of children			
Follow one or two step instructions			
Carry out detailed but uncomplicated instructions			
Solve practical problems			
Arithmetic calculations involving fractions, decimals, %			
Follow verbal or written instructions			
Exchange basic information or data			
Interview to gather information			
Advise others on alternatives/options			
Coach and counsel			
Communicate and maintain composure			
Public speaking/presentations			
Explain specialized data/info in understandable terms			
Compose routine correspondence			
Compose reports			
Compose complex correspondence			
Proofread written communication			
Creative writing			

Equipment:

- Computer/printer
- iPad
- Copier/fax/scanner
- Telephone
- Data base software

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = rarely      O = occasionally      F = frequently

Physical Activity	R	O	F
Sitting			
Stationary standing			
Walking			
Crouching (bend at knee)			
Kneeling/crawling			
Bend at waist			
Twisting (knees/waist/neck)			
Climbing			
Grasping			
Driving a car			

Repetitive motions (keyboard/data entry)		I	
Lifting/Carrying: <b>60 pounds</b>		I	

<b>Sensory Activities</b>	<b>R</b>	<b>O</b>	<b>F</b>
Talking (in person/on phone)			I
Hearing (in person/on phone)			I
Vision for close work			I

**Safety requirement:**

Shoes that will accommodate climbing and running.

**TO APPLY:**

Application and application instructions may be found at: [www.opcco.org/employment](http://www.opcco.org/employment). Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Position is open until filled. Applications will be reviewed on a weekly basis.

**Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE**