ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 05/03/2017/17 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 05/13/2017 OUTSIDE: X

POSITION: Teacher Associate INITIAL WORKSITE* _____

* Subject to change based on program needs

PROGRAM: Head Start

SALARY: Hourly: $10.36 Annually: _____

GENERAL SCOPE:

Under the supervision of the Co-Director and guidance and direction of the Lead Teacher, and in concert with HRDC Policies and Procedures, Head Start Program's Performance Standards, and other mandated regulations, assists in putting into practice theories and sound principles of Early Childhood Education; assists in supporting the role of the parents as the primary educators of their children; assists in promoting and supporting the attachment between parent and child; assists in creating an environment in which children can show initiative, act independently, and make choices; assists in maintaining a safe learning environment during the daily operations of the classroom and related activities; responsible for assisting with the operation of the classroom and related activities; cooperates with other classroom staff in creating a positive and supportive environment for children and families; maintains a positive and professional attitude at all times; ensures confidentiality of all personnel and client information; safely transports children; uses bus only for authorized agency business; and reports any mechanical problem or damage to the vehicle.

QUALIFICATIONS:

EDUCATION/EXPERIENCE:

Teacher Associate

Associate's Degree in Human Services or a related field.

SKILLS:

1. Physical ability to perform job duties.
2. Possess good verbal and written communication skills and other qualities conducive to good interpersonal relationships.
3. Must be efficient, highly organized, and work effectively under pressure.
4. Ability to learn and effectively use computer software applications within agency designated timeframe.
5. Possess typing skills sufficient to be productive.
6. Ability to relate well to young children and low-income parents.
7. Certification in CPR and First Aid Practices and Procedures desired, or the ability and willingness to become and remain certified in both within agency timeframe required.
8. Ability to successfully the Child Development Associate within the agency designated timeframe.

Requirements

1. Must be 21 years of age.
2. Must provide a satisfactory Criminal Background Check within timeframe established by the program.
3. Must be flexible and eager to accept new challenges, and have a positive attitude and an outgoing personality.
4. Must, at a minimum, dress in a manner that is casual, but tailored and conservative. On days when meeting with outside organizations, must dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.
5. Must have access to transportation on a daily basis and the flexibility to travel independently.
6. Must possess a valid driver's license and ability to obtain required Commercial Driver's License with Passenger Endorsement within agency-designated timeframe.
7. "Clean Driving Record" as defined by HRDC's Policies and Procedures.

WORKING CONDITIONS:

Ten month, five days per week. Days and hours of work may vary based on program operations. Attendance at evening meetings as required and must have the flexibility to work overtime and travel out-of-town when program operations require it. This is a limited, full time Union position.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO: HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

HRDC - AN EQUAL OPPORTUNITY EMPLOYER