

**Rural Utah Child Development
Job Opening Announcement**

The position is open to the community at large and “in house” to parents, current substitutes, temporary, regular employees and regular non-parent volunteers. Job opening announcements are being sent out to parents and staff. The job is also being open to the public through Dept. of Workforce Services.

Position:	Head Start Classroom Support
Location:	675 N 400 E, Huntington, UT 84528
Work hours:	25 hours per week, Monday-Friday, seasonal, eligible for unemployment in summer months, benefits include paid holidays and vacation.
Salary Range:	Starting at \$13.23 per hour (additional education will be considered in pay rate)
Educational Requirements:	Must have a high school diploma, early childhood training preferred (but not required), willing to obtain a CDA upon hire within the allotted timeframe.
Experience Requirements:	Experience working with preschool children preferred.
Skills required:	Work as a team with teaching staff following all established classroom practices and ensure a safe, secure, nurturing, welcoming, fun-filled learning environment for preschool children. Ensures visual active supervision of children in the classroom and outdoors at all times. Good working knowledge of early childhood development. Must have good planning and organizational skills; be able to communicate clearly both verbally and in writing. Must have basic computer skills. Must have good observation and assessment skills including being able to administer screening and assessment tools, and keep accurate records. Excellent rapport building skills and ability to develop relationships with families.
Other factors:	Must be willing to travel occasionally, including overnight trips, and have reliable transportation and a valid Utah Driver’s License. Must be willing to attend meetings and training. Must be willing to complete and pass a medical physical exam every 4 years. Must adhere to Head Start Performance Standards, RUCD Policies & Procedures, and Code of Conduct and Professional Ethics. Must agree to and pass background check and drug screen.
Closing Date:	Applications will be accepted until 5:00 PM on June 17, 2019. Applications may be obtained from our website at www.rucd.org , under the Employment Opportunities tab. Please submit a resume, transcripts or any certifications with your application.
Additional information:	Contact Shanel Gray at 435-650-7726 for questions and further information Please EMAIL completed applications directly to sgray@rucd.org . Job description available upon request.
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