

Southern Oregon Child & Family Council Position Summary

*** Center Assistant ***

Job Summary & Requirements:

A Center Assistant supports the classroom teams with the daily activities of the center, helps with classroom tasks, and provides guidance for young children. The Center Assistant is responsible for routine cleaning and maintenance of classroom facilities. **Center Assistant positions require driving the Head Start School Bus. The required training will be provided by Head Start.** This position requires previous work with young children, very high stamina and the physical ability to interact with young children.

Education Requirements:

This position requires a High School Diploma or GED.

Hours Per Week: 10 - 39

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned.

Number of Work Weeks per Year: 37.8 weeks, beginning 9/8/09 and ending 5/25/10

Number of Layoff Weeks per Year: 14.2

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$10.00 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application;
- Minimum age - 21 years;
- Classroom Observation and Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- Valid Oregon Driver's License;
- 5 Year Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).