

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start (RCHS)**

Position: **Teacher Assistant Preschool**

Status: **Full-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 40

*Work schedule may vary dependent upon program needs.*

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** High School diploma or GED required. Child Development Associate Credential (CDA) preferred or willing to obtain after hire or associate's degree in early childhood education or equivalency. Commitment to continue education in the field of early childhood. Experience working with children. Ability to communicate and cooperate with children, other staff and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Maintain a working knowledge of the needs of the ages of children assigned to and the ability to be responsive to those needs. Punctuality, dependability and flexibility. Minimum of 21 years of age (BFOQ) and have a good driving record. Personal vehicle with current liability insurance and a valid driver's license required. May be required, now or in the future, to submit to a Department of Transportation (DOT) physical and acquire a commercial driver license (CDL) with passenger and school bus endorsement and be willing to submit to random drug testing as required by the DOT. Must meet Head Start Program Performance Standards. Maintain current credentials and certifications.

**Essential Functions:** Comply with and implement all applicable local, state and federal regulations. Maintain a working relationship with other classroom and/or support staff. Assist teacher in all aspects of the classroom operation including carrying out lesson plans, field trips and daily activities. Create, support and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development. Actively teach, model and engage children in play and learning in classroom. Establish and maintain a positive and trusting relationship with children and their families. Maintain accurate records for each child, data entry and completion of appropriate documents and referrals as needed in a timely manner. Actively supervise and engage children at all times to ensure child safety. Follow YFS' Discipline Policy and Behavior Management Guidelines. Maintain confidentiality as it relates to information about children, families and other staff members. Assist in all assigned grant activities including, but not limited to, in-kind and United Way. Direct other teacher assistants, substitutes, and volunteers to carry out daily operations. Assist with home visits or conferences and staffings throughout the year when appropriate. Attend and participate in staff meetings and trainings as requested by supervisor. Work with children and their families to support development toward school readiness.

**Additional Functions:** Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Assist in recruitment of children, families, and volunteers for program services. Follow all

requirements mandated by Department of Social Services, Fire Marshall, Department of Transportation, and Health Department. Follow all requirements mandated by Head Start/Early Head Start if applicable. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening child care and other event nights. Act in accordance with YFS' purpose, philosophy, values, goals, policies and procedures. Model appropriate behavior while working with other staff, children and families. Perform additional duties as assigned by supervisor.

**Environmental Functions:** Ability to lift up to 50 lbs. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email: [yfshr@youthandfamilyservices.org](mailto:yfshr@youthandfamilyservices.org)

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**