



## Early Childhood Assistant (Classification)

**Department:** Child Development Center  
**Salary Range:** \$2190 - \$3076 monthly  
**Class:** C2316 **Recruitment #:** S1889  
**Review Date:** Review of applications begins immediately. Position open until filled.

This is a regular, full-time, 9-month position in the Child Development Center and is represented by the Oregon Public Employees Union/Service Employees International Union. This position assists the teacher in providing for the care and direction of a group of children. They understand and accept the social, cultural and economic backgrounds of children and families. The Assistant's main responsibility is to aid in establishing and maintaining a nurturing learning environment that ensures children's safety and their growth and development. They help implement developmentally appropriate activities that advance all areas of children's development and learning.

### QUALIFICATIONS

- Minimum of twenty semester hours (thirty quarter hours) of college courses in Early Childhood Education, Child Development, or Special Education;  
**OR** a Child Development Associate (CDA) credential;  
**OR** one year of full-time experience in a certified day care center or comparable child care program.
- Meet the Office of Child Care's licensing requirements for teacher
- Oregon Food Handlers Card
- Oregon Recognizing and Reporting Child Abuse and Neglect training
- Pediatric First Aid and CPR Certification
- Registered in the Oregon OCC Central Background Check

### Preferred Qualifications:

- Step 7 or higher in the Oregon Registry

**\*\*A criminal background check will be required as a condition of employment**

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

### DUTIES AND RESPONSIBILITIES:

#### Child Interactions

- Build trusting, positive relationships with children in the classroom.
- Support/Conduct individualized prescriptive programs with children as needed.
- Supervise children in scheduled activities, i.e., outside play, lunch, snack, rest time and child directed playtime.
- Assist children in meeting their health needs, i.e., diapering/toileting and hand washing.
- Help each child to know, accept and appreciate him/herself as an individual and help them develop a sense of independence.
- Help maintain a consistent schedule which includes opportunity for large and small groups, and individual instruction in both the indoor and outdoor classrooms.
- Report daily work directly to the teacher of the classroom. If teacher is unavailable reports to program director

#### Family Interactions

- Maintain relationships with parents/families which create effective partnerships in order to promote each child's optimum growth and development.
- Understand and accept the social, cultural and economic backgrounds of children and families. Assure program provides for these individual differences.
- Create open communication with families through a variety of avenues such as assisting with monthly newsletter, informational notes home, emails, Facebook, and communication notebooks as directed by teacher.
- Assist teacher to inform parent/family member of the positive activities of their child. The teacher will provide families

- with any feedback involving their child's development or activities that could be understood to be negative
- Follow grievance procedures and use problem solving techniques to resolve conflicts within the classroom.
- Participate in scheduled family events and in staff development meetings as requested.
- Insure documentation and reporting of any instances of child injury and suspected child abuse.

#### **Professional Development**

- Maintain current CCD Central Background Check, Oregon Food Handlers Card, Infant/Child First Aid and CPR Card, and Child Abuse and Neglect training.
- Maintain a professional attitude and demeanor.
- Self-evaluate performance on a regular basis; bi-annually with teacher and director.
- Develop a professional development plan and work toward achieving the goals.
- Achieve and report 15 clock hours of professional development annually reporting to the CDC director and the Oregon Registry Online of which 10 hours are in child development or early childhood education.
- Obtain a step on the Oregon Registry if not already done so and work to advance in the Oregon Registry
- Positively represent CDC on the WOU campus, in the community and in the field of early childhood care and education

#### **WORKING CONDITIONS:**

- While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; see; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. This job requires strenuous physical activity, lifting up to 50 pounds, two to three time in an 8-hour day.

#### **APPLICATION PROCESS**

*You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)*

#### **Required Application materials (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copies of certifications for the following: Food Handler's card, "Oregon Recognizing and Reporting Child Abuse" Training, and Pediatric CPR/First Aid/ as required in the minimum qualifications
- 6) Letter from the OCC that includes a registry number
- 7) Copy of unofficial transcript for highest degree earned (if needed for qualification)

*As an alternative, you may submit application materials to:*

**S1889, Early Childhood Assistant**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**