



Early Childhood Associate Teacher

Department: Child Development Center

Recruitment #: S1889

Estimated Salary Range: \$23,982 - \$28,215 (based on academic year employment)

Closing Date: Review begins immediately. Position open until filled

This is a full-time, 9-month, annually renewable, unclassified position in the Child Development Center at Western Oregon University (WOU) in Monmouth. Child Development Center Early Childhood Associate Teachers are professionals who implement the Center's philosophy and goals. This person assists the Lead 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 Associate Teachers' main responsibility is to establish and maintain a nurturing learning environment that ensures children's safety and their growth and development.

MINIMUM QUALIFICATIONS

- An Associate's degree in Early Childhood Education or Child Development from a recognized program;
OR A Child Development Associate (CDA) credential;
OR A minimum of twenty semester hours (thirty quarter hours) of college courses in Early Childhood Education or Child Development; **AND** one year in a certified day care center or comparable group care program;
OR Two years' experience, including at least one year as a teacher, in a certified day care center or comparable group 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
- Knowledge of Microsoft Office suite, E-mail, internet, and general office equipment

Preferred Qualifications:

- Step 7 or higher in the Oregon Registry

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.

****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.
- Demonstrate a clear understanding and use of indirect language stimulation techniques, giving age appropriate directives, effective praise, and Behavior Intervention Guidelines.
- 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., 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.

Family Interactions

- Develop and 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.
- Collaborate with teacher to help conduct and attending center family events.
- 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.
- 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.

Environment

- Support the head teacher in creating stimulating and aesthetically pleasing learning environments in the classroom and outdoor play areas using the Teaching Strategies' Creative Curriculum for Preschool Children.(preschool only)
- Help maintain an average rating of five or higher on Early Childhood Environmental Rating Scale (ECERS)
- Assist maintenance duties of the classroom and shared center spaces to maintain an environment that meets health and safety standards.

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 teaching 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.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at 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, EC Associate Teacher Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to employment@wou.edu; **OR** fax to: 503-838-8144.

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committed to increasing the diversity of its workforce.**