

Early Childhood Assistant – Part Time

Recruitment #: S2164
Review Date: Immediate review | Open until filled
Department: Child Development Center
Salary Range: \$16.30-\$19.24 (79 hours per pay period/.49)

Department / Job Summary:

Early Childhood Assistants are professionals who implement the Center's philosophy and goals. This person 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.

Minimum Qualifications:

- Minimum of 20 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 willing to obtain
- 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 a teacher
- Oregon Food Handlers Card or the ability to obtain one
- Oregon Recognizing and Reporting Child Abuse and Neglect training or the ability to complete
- Pediatric First Aid and CPR Certification or the ability to obtain one
- Registered in the Oregon OCC Central Background Registry or the ability to obtain
- ORO Registry - minimum of Step 7 or the ability to obtain

[Click here](#) for the complete position description which includes duties and responsibilities as well as any knowledge areas and special requirements.

Benefits: Not eligible for benefits

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application [available here](#)

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.

The university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments for multiple years

2. Cover letter 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. Copy of unofficial transcripts for highest degree earned

NOTE: A criminal background check will be required as a condition of employment