Early Childhood Assistant – Part Time

**Recruitment #:** S2164  
**Review Date:** Immediate review | Open until filled  
**Department:** Child Development Center  
**Salary Range:** $2,702-$3,418 [10 step range] pro-rated (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](http://www.wou.edu/classified)

Required application materials (PDF preferred):
1. WOU Employment Application [available here](#)
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