



Preschool Teacher - POOL (Child Development Center)

Department: The Research Institute
Recruitment #: J-PRE

This recruitment will be used to create a pool of candidates for Preschool Teachers at the Child Development Center (CDC). In order to maintain an active status within the Preschool Teacher pool, applicants will need to reapply each academic year (July 1 – June 30).

The CDC's Preschool Program seeks to provide quality care and education to young children ages 30 months through 6 years of age and supportive services to families. The goal of the CDC is accomplished through providing a safe, nurturing and enriching environment. We do this by meeting the individual developmental needs of children and fostering a joy of lifelong learning in the children we serve. The CDC supports families by providing them with educational information, resources and guidance to assist them in enriching the lives of their children and family.

MINIMUM QUALIFICATIONS

- Experience working with children 2.5 through 10 years of age in a preschool setting
- Meets required teacher qualifications through the Office of Child Care [Oregon's Early Learning Division's Office of Child Care \(OCC\) required qualifications for a teacher \(pg. 24, Table 2\)](#)
- Possession of Oregon Food Handlers Card
- Completion "Oregon Recognizing and Reporting Child Abuse" Training
- Current certification of Adult/Child/Infant CPR, First Aid, and AED
- Registered in the Oregon OCC Central Background Check [Registered in the Early Learning Division's Central Background Registry](#)

Preferred Qualifications:

- Bachelor's degree or taking classes toward achieving a Bachelor's degree in Early Childhood Education or related field
- Step 9.0 or higher on the Oregon Registry
- Ability to speak, read and write in Spanish
- Experience working with a teaching team

****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 Interaction

- Establish the primary bond with all children in their classroom
- Demonstrate a clear understanding and use of indirect language stimulation techniques, giving age appropriate directives, effective praise, and implementing *TRI Behavior Intervention Guidelines*
- Assist children in meeting their health needs
- Help children acquire and use language as a means of communicating their thoughts and feelings, accept and appreciate themselves as an individual, and help them develop a sense of independence

Program Planning/Implementation

- Plan, prepare, and implement developmentally appropriate learning activities that meet program curriculum goals, individual assessments, and Individual Family Service Plans (IFSP) with concern for interests, special needs, special talents, and individual style and pace of learning
- Plan for and execute a consistent classroom schedule which includes the opportunity for large and small groups, and individual instruction in both the indoor and outdoor classroom
- Ensure instruction and child interaction are congruent with program philosophy
- Supervise children in scheduled activities
- Share in the maintenance of the kitchen and preparation/serving of meals
- Monitor and document the progress of each child using the *Teaching Strategies Gold* along with anecdotal observations, child portfolios, and other assessment checklists
- Create developmental goals for each child assigned in partnership with family
- Meet with EI-ECSE Specialist

Environment

- Create a stimulating and aesthetically pleasing learning environment in the classroom and outdoor play areas
- Maintain an average rating of five or higher on ECERS
- Maintain organization/maintenance of classroom duties and shared center spaces to maintain an environment that meets health and safety standards
- Assist with ordering of classroom supplies

Family Interactions

- Develop and maintain relationships with parents 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
- Collaborate with CDC director in
 - conducting and attending center family events
- Schedule family conferences as requested, addressing questions and concerns of families, and communicating families' wishes and concerns with classroom staff when appropriate
- Seek families' input creating developmental goals for their children
- Attend and participate in (IFSP) and kindergarten transition meetings
- Create open communication with families through a variety of avenues such as assisting with monthly newsletter, informational notes, E-mails, Facebook, and communication notebooks

Administration

- Report and collaborate with the director in ensuring the licensing requirements and standards are maintained
- Coordinate class team meetings
- Participate in scheduled staff meetings and staff development
- Support in maintain child, staff, volunteer, and center records and schedules
- Assist the director in coordinating substitutes
- Ensure documentation and reporting of child injury, suspected child abuse, etc.
- Positively represent TRI-CDC on campus, in the community, and in the field of early childhood care and education

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):

- 1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
- 2) Letter of application that addresses each qualification of the position
- 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 Adult/Child/Infant CPR/First Aid/AED as required in the minimum qualifications
- 6) Letter from the OCC that includes a registry number

Send to: J-PRE, CDC, Preschool 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.**