



Early Childhood Assistant [Part-Time/9-months]

Recruitment #: S2525
Review Date: Immediate review | Open until filled
Department: Child Development Center/Student Affairs
Salary Rate: \$16.94 - 21.42 hourly rate [0.49FTE - 20 hours per week]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

Child Development Center 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.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- High School Diploma or equivalent (GED)
- Minimum of one (1) year experience working in a licensed childcare setting
- Currently possess or must be able to obtain clearance with Oregon Central Background Registry (CBR) clearance before starting position (can take up to 6-8 weeks)
- Pediatric First Aid/CPR/AED Certified (or able to obtain)
- Food Handlers Certificate (or able to obtain)
- Currently possess training for child care licensing (or able to obtain) in the following areas:
 - *Recognizing and Reporting Child Abuse and Neglect (RRCAN)
 - *Introduction to Child Care Health and Safety (ICCHS)
 - *Foundations of Learning (FoL)

- Annually obtain twenty (20) hours of continuing professional development training.

How to Apply: To apply for this position, please upload the following required materials within the application portal. Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Resume
3. Complete and submit the Reference Check form, [available here](#) along with your application

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.