



## Regional Child Care Educator (Crook, Deschutes, and Jefferson Counties)

**Recruitment #:** S2608  
**Review Date:** Immediate Review | Open until filled  
**Department:** The Research Institute  
**Salary Rate:** \$56,783 - \$69,840

### 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 a Hispanic Serving institution, with over 40% of undergraduates being students of color.

### Position Summary:

Regional Child Care Educator, Child Care Substitutes of Oregon  
Substitute Provider will respond to the continuing employment needs of child care providers in Crook, Deschutes, and Jefferson County as they will be sent out to different child care facilities that may include registered and certified family child care homes, nature based programs, and certified child care centers to provide quality coverage for child care staff that have planned time off. Substitutes are being hired by Child Care Substitutes of Oregon, a program that falls under TRI’s Center on Workforce and System Development at Western Oregon University (WOU). Substitutes are expected to use culturally responsive, innovative best practices across a variety of duties including engagement with children and families, collaboration and support within a childcare team, and professional development.

Participation in this position requires engagement in continual learning in anti-racism, equity, diversity, inclusion and outreach to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university’s equity work and goals.

Bilingual staff may be asked to use both languages across duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed for this position.

Full-Time Substitute Provider, Child Care Substitutes of Oregon  
Substitute providers will work closely with community early childhood education providers, their staff, and the Child Care Substitutes of Oregon administrative team. Substitutes will report to a Project Coordinator to engage in scheduling, communication, feedback, and professional development.

Due to the nature of childcare program hours, occasional weekend or evening hours may be required. This

position will involve significant travel within the three-county area of Crook, Deschutes, and Jefferson as well as travel to Monmouth for campus meetings several times a year.

**This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.**

[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:

- Combination of experience and education equivalent to a Child Development Associate (CDA) or step 7 in the Oregon Registry Online (ORO) and at least one (1) year of experience working in a childcare setting
  - Ability and willingness to comply with PFA step achievement timeline
- Possession of or ability to obtain requirements within first two weeks of hire
- Completion of Child Care Substitutes of Oregon orientation
  - Enrollment in the Oregon Registry Online
  - Pediatric First Aid/CPR
  - Oregon Food Handler's card
  - Oregon's early childhood education safety set
    - Recognizing and Reporting Child Abuse and Neglect
    - Safe Sleep for Infants
    - Introduction to Childhood Health and Safety
    - Prevention is Better than Treatment
- Proficient oral and written communication skills
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds

**How to Apply:** 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. Cover Letter that outlines your qualifications and how they align with the position
3. Resume/CV
4. 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.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**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](mailto: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 status of this search, we encourage you to regularly visit our careers page at [wou.edu/hr/employment/jobs/](http://wou.edu/hr/employment/jobs/). Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.*