Western Oregon UNIVERSITY
Human Resources
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Early Childhood Associate Teacher [INTERNAL]

Recruitment #: S2652
Review Date: Immediate review | Closing on 8/24/26
Department: Child Development Center
Salary Rate: $3,355 - $4,984 [Salary Steps]

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:
The Teacher is responsible for all aspects of the classroom learning experience and environment for up to 18 students, with support from part-time teachers and student teachers. The Teacher creates a safe, welcoming, and engaging classroom where students are encouraged to learn, explore, build relationships, and develop confidence in their abilities.

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:

- High school diploma or equivalent (GED).
- Minimum of one (1) year of experience working in a licensed childcare setting.
- Currently possess or be able to obtain prior to the start of employment, clearance through the Oregon Central Background Registry (CBR). Please note that the clearance process may take approximately 6–8 weeks.
- Current Pediatric First Aid/CPR/AED certification.
- Current Food Handler's Certificate.
- Currently possess, or be able to obtain, required childcare licensing training in the following areas:
- Recognizing and Reporting Child Abuse and Neglect (RRCAN)
- Introduction to Child Care Health and Safety (ICCHS)
- Foundations of Learning (FOL)
- Complete a minimum of twenty (20) hours of continuing professional development training annually, as required by applicable childcare licensing regulations.

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
2. Resume
3. Reference form available here

Background and Education Verification:
As a condition of employment, the selected candidate must successfully complete a criminal background check. For positions that require a formal degree as a minimum qualification, the university will also verify educational credentials.

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 employees, 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.

Requests for Accommodation:
Western Oregon University is committed to developing a barrier-free recruitment process and work environment. Applicants who need disability-related accommodations to participate in the application or hiring process are encouraged to contact leaveandaccommodations@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.shtmlq

Due to the high volume of applications we receive, we are unable to provide individual updates on application status. Applicants are encouraged to regularly check the status of the search through the WOU employment website. We appreciate your interest in employment at Western Oregon University and thank you for considering WOU as your employer.