Western Oregon University
Human Resources
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Child Care Substitute Lead

Recruitment #: S2660
Review Date: Open | Open until filled
Department: The Research Institute
Salary Rate: $59,622 - $74,728

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:
Child Care Substitute Leads will both work directly in childcare programs as substitute educators and caregiver as well as act as a supervisor and support part-time substitutes in their region. The Child Care Substitute Lead in this position will be providing their services to childcare centers and home-based programs. Child Care Substitute Leads work closely with childcare providers and the early learning community. Child Care Substitute Leads will report to the Project Coordinator to engage in scheduling, communication, part-time substitute supervision planning, feedback, and professional development. Due to the nature of childcare program hours and part-time substitute availability, occasional weekend or evening hours may be necessary. This position will involve regular, regional travel. Substitutes Leads are expected to work shifts within their assigned regions and support part time substitutes to provide training, support, and assessments.

Work schedules vary and this is a hybrid position. The expectation of travel and coverage will vary depending on location and needs of the childcare programs. If not working in a childcare program, the Child Care Substitute Lead is expected to complete administrative tasks from home, meet with part-time substitutes on their case load in person and/or virtually, monitor the FCCO database, attend provide technical assistance to part time substitutes as needed, attend recruitment events, and participate in program engagement when their schedule allows.

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.

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)
- Child Development Associate (CDA) or step 7 in the Oregon Registry Online (ORO)

- 1-2 years' experience working in a childcare program
- 1-2 years' experience navigating online systems
- Possession of or ability to obtain requirements within first two weeks of hire
    - Completion of *CCSO Orientation*
    - Enrollment in Oregon Registry Online
    - Oregon Food Handler's Card
    - Pediatric First Aid/CPR
    - Oregon's Early Childhood Education Safety Set (RRCAN, Safe Sleep for Infants, Introduction to Childhood Health & Safety, Prevention is Better than Treatment, Foundations for Learning)
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff. Childcare providers, children and families.

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. Cover Letter that outlines your qualifications and how they align with the required qualifications
3. Resume
4. Unofficial transcripts for your highest degree earned
5. 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.

TOGETHER WE SUCCEED