

If you are interested in this position, please start the Central Background Registry Process, you cannot work in the facility until you are enrolled in the CBR:

<https://oregonearlylearning.com/providers-educators/providers-educatorscbr/>

Job title: Infant and Toddler Teacher

Classification: Non-exempt

Salary range: \$18 - \$26.00/hr. DOE/DOQ

Pendleton Children's Center aims to provide high-quality child care in a safe, nurturing, equitable, and inclusive environment. Our program is designed to maximize the early learning window of opportunity and foster the development of skills and abilities that will help children reach their full potential. We enjoy supporting children as they work and play together. PCC has a supportive, inclusive, and team focused work environment.

Position Summary

Teachers play a critical role in a child's development by providing high-quality early learning and care. This position will require someone who is dependable, fair, and consistent with the ability to problem solve, adapt effectively, prioritize tasks, and manage time. It is the teacher's responsibility to create and provide a safe and nurturing environment to optimize the development of all children. To do this effectively the teacher will need to implement curriculum, establish classroom routines, supervise, and mentor assistant teachers, collaborate with staff, guide children, and work with parents. Participation in ongoing professional development and training is required.

Essential functions:

- Create and promote a respectful, inclusive, and culturally responsive learning environment;
- Maintain a safe, clean, organized, and comfortable classroom;
- Manage the classroom;
- Provide care, guidance, and support to children;
- Implement curriculum;
- Carry out daily classroom routines and activities;
- Support the lead teacher as necessary;
- Supervise and mentor classroom assistants;
- Collaborate with other staff members and the Director;
- Communicate with parents;
- Report developmental or behavioral concerns to the Director;
- Maintain confidentiality;
- Participate in ongoing professional development and training;
- Other duties as assigned.

Work environment: This job is primarily indoors in a climate controlled environment with some outdoor time included each day depending on weather conditions. Working with children can feel demanding at first, but this gets easier with time and will eventually just feel busy. Experienced staff will bring an attitude of calm. High expectations with respect for the employee learning process.

Physical demands: To successfully perform the essential functions of this job an employee must be able to meet the physical demands of this position such as, but not limited to:

- Ability to lift, push, and/or pull 20 lbs. frequently
- Ability to lift, push, and/or pull 50 lbs. occasionally
- Ability to stand long periods of time
- Ability to kneel and squat several times a day
- React and respond quickly if necessary
- Ability to work in inclement weather conditions
- Ability to keep up in a fast-paced environment

Required education and experience:

- Minimum of 18 years of age
- Child Development Associates (CDA) Credentials
or
- Level #7 in the Oregon Registry (my.oregonregistryonline.org)
- One year of experience in the Early Childhood Education field
- One year of experience managing adults

Preferred education and experience:

- Associates degree in Early Childhood Education or related field
or
- Level #8 in the Oregon Registry (my.oregonregistryonline.org)
- Two years of experience in the Early Childhood Education field
- Two years of experience managing adults

Additional eligibility qualifications:

Bilingual- English/Spanish and/or Competency in American Sign Language (ASL). Background in music, art, and/or cultural studies is valuable but not required.

Position type and expected hours of work: Full Time & Part Time

Supervisory responsibilities: 1-3 Assistants

Reports to: Center Director

Benefits: Health Insurance, retirement, paid days off, paid training days

Travel: As required for training and conferences

Position is open until filled. The first screening is Friday, November 17, 2023.

How to apply: Please send a cover letter outlining qualifications, academic transcripts or ORO documentation, and resume to Brittney Jackson at director@pendletonchildrenscenter.org or by mail:

Pendleton Children's Center
Attention: Brittney Jackson
510 SW 10th St.
Pendleton, OR, 97801