

Job title: Preschool Assistant

Classification: Non-exempt

Salary range: \$15 - \$20.00/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

The teacher assistant will play an important role in the nurturing and development of the children in their care. Assistants will participate in the development and implementation of activities and experiences and assist the teacher in maintaining a safe, organized, and comfortable classroom. The assistant will need to communicate effectively and work with families and other staff. Participation in ongoing professional training and development is required.

Essential functions:

- Promote a respectful, inclusive, and culturally responsive learning environment;
- Maintain a safe, clean, organized, and comfortable classroom environment;
- Provide guidance and support for children;
- Support teachers and staff with daily routines;
- Assist the teacher with activities, including set up and clean up;
- Collaborate with other staff members and the Director;
- Communicate with parents;
- Report child developmental or behavioral concerns to the teacher or director;
- Maintain confidentiality;
- Participate in 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
- Some education in early childhood education and development
or
- Level #5 in the Oregon Registry (my.oregonregistryonline.org)
- Six months of experience in the ECE field.

Preferred education and experience:

- Some college education in early childhood education and development
- Level #7 in the Oregon Registry (my.oregonregistryonline.org)
- One year of experience in the ECE field

Additional eligibility qualifications:

Bi-lingual- 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: None

Reports to: Lead Teacher or Teacher

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: Send a cover letter outlining qualifications, copy of 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