

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:** Preschool Lead Teacher

**Classification:** Non-exempt

**Salary range:** \$24 - \$32.00/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**

*Lead teachers play a critical role in a child's development by providing high-quality early care and learning. 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 lead teacher's responsibility to create and provide a safe and nurturing environment to optimize the development of all children. To do this effectively the lead teacher will need to design and implement culturally responsive and developmentally appropriate curriculum, establish class 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 guidance and support to children;
- Plan and implement curriculum;
- Carry out daily routines and activities;
- Supervise and mentor classroom assistants;
- Collaborate with other staff members and the Director;
- Make and record observations of children;
- Use developmental screenings and assess children's development;
- Communicate and conference with parents;
- Report child 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 of employee performance with an appreciation and understanding of the 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
- Some time spent sitting at a desk
- Ability to work in inclement weather conditions
- Ability to keep up in a fast-paced environment

**Required education and experience:**

- Minimum of 21 years of age
- Associates degree in Early Childhood Education/Development or related field  
or
- Level #8 in the Oregon Registry ([my.oregonregistryonline.org](http://my.oregonregistryonline.org))
- Two years of experience in the ECE field
- One year of experience managing adults

**Preferred education and experience:**

- Bachelor's degree in Early Childhood Education/Development or related field  
or
- Level #9 in the Oregon Registry ([my.oregonregistryonline.org](http://my.oregonregistryonline.org))
- Three years of experience in the ECE 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

**Supervisory responsibilities:** 1-3 Assistants

**Reports to:** Center Director

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

**Travel:** As required for training or 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, resume, and two letters of recommendation to Brittney Jackson at [director@pendletonchildrenscenter.org](mailto:director@pendletonchildrenscenter.org) or by mail:

Pendleton Children's Center  
Attention: Brittney Jackson

510 SW 10<sup>th</sup> St.  
Pendleton, OR, 97801