

# Humbolt Child Care Center Job Descriptions

## Title: Child Care Center Teacher

**Job Description:** Persons selected for this job will be responsible for the direct supervision and management of children ages 6 weeks-5 years in a group setting. This position will be responsible for the planning, implementation, and delegation of the program in accordance with the policies, procedures and philosophy of the center. This position will require someone who is dependable and consistent but adaptable and effective in their time management and communication. It is the teacher's responsibility to provide a safe and nurturing environment while fostering the full potential of each child's abilities and developmental needs. The teacher will work with the teaching team in implementing curriculum, and establishing classroom routines. They will supervise and collaborate with staff and parents, and will be required to participate in ongoing professional development and training.

### Duties include but not limited to:

- Maintain safe, nurturing, and clean classroom environment in accordance with the policies and procedures
- Oversight of general housekeeping and sanitization duties in accordance with the policies and procedures
- Attend to the physical, emotional, and hygiene needs (meals/snacks/diapering/toileting) of each child according to their individual needs and in accordance with policy and procedure and health and safety standards
- Attend to the physical, emotional, and hygiene needs (meals/snacks/diapering/toileting) of each child according to their individual needs and in accordance with policy and procedure and health and safety standards
- Promote the learning environment with the planning and implementation of curriculum and activities that maximizes and encourages each child to reach their full potential
- Be able to move, sit, stand, and lift in an indoor/outdoor environment
- Report developmental or behavioral concerns to Director -Be able to communicate effectively with co-workers and parents while maintaining the utmost integrity to confidentiality
- Maintain qualifications and participate in ongoing professional development
- Enroll in the Central Background Registry and obtain a Food Handlers Card, and Pediatric CPR/First Aid Certification if you have not already. You will also need to complete a Series of online trainings related to Child Care

### Preferred Qualifications:

- Have or qualify for an Oregon licensure with the proper endorsements for early childhood education, **OR**
- Have Certificate, Associates or Bachelor's in Early Childhood Education, **OR**
- Have at least one year of training and/or experience with supervision of children in a Certified Childcare Center or comparable group setting, **OR**

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- Completion of 20 credits (semester system) or 30 credits (quarter system) of training at college university in Early Childhood Education, Child Development, Elementary Education, Special Education **OR**
- Completion of 10 credits (semester system) or 15 credits (quarter system) of training at college university in Early Childhood Education, Child Development, Elementary Education, Special Education **AND** at least 6 months qualifying teaching experience working with children in a Certified Childcare Center or comparable group setting **OR**
- Have knowledge of child development for the primary ages served in the classroom, as evidenced by a combination of professional references, education, experience or training, and Documentation or least step 8 on the Oregon Registry Online (ORO)

### QUESTIONS TO CONSIDER:

1. **Are you interested and have a strong desire to work in the field of Early Childhood Development and education but not sure if you have the professional qualifications?**
2. **Are you willing to be enrolled in a program to become qualified?**

**Please be encouraged to apply! We can train the right person in collaboration with the Office of Child Care and direct you on a path to successfully qualify you to begin a new and rewarding career working with young children.**

### YOUR COMPLETED APPLICATION FILE WILL INCLUDE:

- Transcripts (copy) (official upon hire), if applicable
- Copy of Current Licensure (front and back), if applicable
- Copy of Current Licensure (front and back), if applicable
- Copy of Oregon Registry Online Step, If applicable
- Letter of Interest
- Resume
- Completed District Application

**Compensation:** \$20 hour, based on experience, with excellent benefits package

*We will Train right candidate!*

# Humbolt Child Care Center Job Descriptions

## **Title: Child Care Assistant | Teacher's Aide**

**Job Description:** Persons selected for this job will assist with the direct supervision and management of children ages 6 weeks to 5 years in a group setting. Teacher Assistant will be responsible for support in the implementation and delegation of the program in accordance with the policies, procedures and philosophy of the center. This position will require someone who is dependable and consistent but adaptable and effective in their time management and communication and who can take positive feedback and direction. The teacher assistant's role is to assist in providing a safe and nurturing environment while fostering the full potential of each child's abilities and developmental needs. The Teacher Assistant will work with the teaching team in implementing curriculum, supporting classroom routines. They will collaborate with staff and parents and will be required to participate in ongoing professional development and trainings.

### **Duties include but not limited to:**

- Assist in Maintaining a safe, nurturing, and clean classroom environment in accordance with the policies and procedures
- General organizing, housekeeping and sanitization duties in accordance with the policies and procedures
- Attend to the physical, emotional and hygiene needs (meals/snacks/diapering/toileting) of each child according to their individual needs and in accordance with policy and procedure and health and safety standards
- Assist in providing a learning environment with the implementation of curriculum and activities that maximizes and encourages each child to reach their full potential
- Be able to move, sit, stand, and lift in an indoor/outdoor environment
- Report developmental or behavioral concerns to the teacher and/or Director -Be able to communicate effectively with co-workers and Parents while maintaining the utmost integrity to confidentiality
- Maintain qualifications and participate in ongoing professional development
- Enroll in the Central Background Registry and obtain Food Handlers Card and Pediatric CPR/First Aid Certification if you have not already. Teacher Assistants will also need to complete a series of online trainings related to child care

### **Qualifications:**

- Be at least 18 years of age
- Enroll in the Central Background Registry through the Office of Child Care.  
<https://secure.emp.state.or.us/ccd/>
- Have or obtain a Food Handler's Card and Pediatric PR/First Aid Certification
- Strong desire to nurture and work with young youth and make a positive difference in their development

Louis Dix  
Superintendent

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**Compensation:** \$16.65, based on experience, with excellent benefits package

*We will Train right candidate!*

## QUESTION TO CONSIDER:

1. **Are you interested in working in the field of Early Childhood Development and education but not sure if you have what it takes?**

**Please be encouraged to apply! We can train the right person in collaboration with the Office of Child Care and direct you on a path to successfully qualify you to begin a new and rewarding career working with young children.**