



## Job Description

**Position:** Preschool Assistant Teacher

**FTE:** Parttime (32 hrs/week)

**Pay Rate:** \$17.50 - \$19.00/hour

**Anticipated Start Date:** 7/21/2025

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families (OMCCF) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:** The Assistant Teacher is part of the Preschool Education Team and will assist the Lead Teacher with instructional activities and non-teaching tasks. The Assistant Teacher will work under the supervision of the Lead Teacher.

**Qualifications and Experience:** The Assistant Teacher will have an AA/AS or BA/BS degree in Early Childhood Education or related field, and Step 3 or higher in the Oregon Registry Online (ORO). They will be able to demonstrate the following abilities:

- responding appropriately to each child's developmental levels,
- supporting each child's self-respect and to establish clear limits for behavior,
- using Collaborative Problem Solving (CPS) model and trauma informed care mindset,
- forming positive relationships with children and adults,
- accepting supervision, following instructions, working independently and as part of a team.

**Responsible to Whom:** The Assistant Teacher is responsible to the Lead Teacher and the Preschool Program Manager.

### Responsibilities:

#### Classroom

- Maintain an attractive, clean, safe, and healthy environment for children including the playground.
- Support children through "routine" times: eating lunch and clearing their places; brushing teeth, washing up and, "bathrooming".
- Supervise children during self-selected activities and outside activities.
- Assist in monitoring progress during stations.
- Assist in recording and reporting accidents.
- Assist in medication delivery when required and authorized.
- Maintain room and equipment, including sanitizing toys.
- Participate in classroom team meetings and Center staff meetings, when asked.
- Maintain the confidentiality of all client information.
- Assist in cleaning the staff kitchen.
- Other duties as assigned by the Lead Teacher and Program Manager.

### **Professional**

- Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem solving attitude, positive communication style)
- Maintain and update required certifications (e.g., First Aid, CPR, Food Handlers) for the position.
- Maintain and update safe driving record and required auto liability insurance
- Maintain personal appearance and hygiene appropriate to the position.
- Report at regular working hours, be punctual and use a suitable work ethic.
- Write in a clear, concise manner.
- Participate in staff development activities and staff meetings.
- Follow established standards, policies, and procedures of OMCCF.
- Establish and maintain an ORO account and complete necessary hours of training each ORO calendar year.