

Are you teacher-qualified, dependable, have excellent time-management skills, a great attitude, and love children, meal prep, cleaning, variety, work life balance, a positive collaborative work environment and fun? If so, Mari's Place, the child-care arm of Community Outreach in Corvallis may be the right place for you. Our small, nature-based, personal child-care center is looking for a...

PRESCHOOL TEACHER

Full or Part time, Day shift

FLSA: Non-exempt (overtime eligible)

Reports to Director of Child Care

Purpose:

Responsible for providing center and classroom support, employee schedule, balanced and nutritious meals, and ensuring a safe, clean, sanitary, healthy, and attractive environment.

Responsibilities:

- Provide classroom support by providing teacher breaks and lunches, covering absences, and assisting with all assigned age groups of children, which may change daily. Temporarily take role of classroom teacher if requested by Director.
- Help implement curriculum as needed and indicated by the classroom, teachers and/or the Director.
- Develop, maintain, and communicate employee schedules in a timely fashion.
- Plan, complete grocery list and shop for groceries and classroom supplies weekly. Put groceries away and keep kitchen, cupboards, and refrigerator clean and organized. Print and post menus weekly. Order items online early. Prepare and serve balanced and nutritious meals and snacks, paying close attention to food allergies and other restrictions. Keep kitchen clean, sanitary and organized. Monitor food and kitchen supplies and replenish as needed.
- Help perform housekeeping functions. This may include maintaining playroom, office, and outside play area, vacuuming classrooms, cleaning and sterilizing bathrooms, toys, and surfaces, emptying recycle bin and, in general, helping ensure that the facility is clean, sanitary, safe, healthy, and attractive.
- Maintain a laundry schedule for nap linens and move other laundry through on a regular basis. Sanitize sleeping mats and separators once per week and change the sheets.
- Keep supplies, such as toilet paper, paper towels, liquid hand soap, and diaper changing paper dispensers fully stocked, not letting them run out. Keep diapering area well stocked with plastic bags and rubber gloves.
- Perform administrative duties, including completing, putting on clipboards and copying month-end attendance sheets, totaling hours on prior months attendance sheets, make readily available for Director weekly forms, e.g. daily attendance sheets, behavior and accident reports, compile Family Handbooks, enrollment packets and items for new children such as name tags, nap items, and diaper bin, and helping teachers keep track of children's birthdays.
- Print ASQ forms as needed and help teachers carry out ASQ testing.

- Help plan special treats and activities.
- Become familiar with Child Care Division Certification requirements, center policies, and functions and duties of Director.
- Assist the Director as needed, and temporarily take the role of lead teacher or Director when requested. In the Director's absence, ensure appropriate staffing levels and correct any certification deficiencies that may be an immediate threat to children's health and safety.
- Report immediately to the Director any suspected child abuse.
- Document pertinent information to client files, as well as statistical, program and other reports as needed.
- Report problems, safety, and maintenance issues promptly.
- Take the initiative to find and complete high priority tasks.
- Complete other duties or tasks as required or assigned.

Qualifications:

- Must be at least 18 years old.
- High school degree or equivalent.
- Possess an Oregon Central Background Registry Number.
- Current, or ability to obtain within 30 days of hire, a Food Handler's License, and CPR and First Aid training.
- Teacher Qualified – Minimum 30 credits of Early Childhood Education training, HDFS or Child Development (or 15 credits of Early Childhood Education training, HDFS or Child Development plus six (6) months qualifying teaching experience), including completion of the following courses (as required by the Oregon Early Learning Division):
 - Introduction to Child Care Health and Safety
 - Prevention is Better Than Treatment
 - Safe Sleep for Infants
 - Recognizing and Reporting Child Abuse and Neglect
- Cooking, shopping, and cleaning experience.
- Detail oriented, with strong organizational and time management skills, and the ability to handle competing priorities in a complex and fast-paced environment.
- Computer proficiency.
- Dependable, flexible, collaborative, excellent communication, interpersonal, organizational, and time-management skills, a positive attitude, and a love of children.
- Commitment to the goals of our social service agency, and to be an advocate for our mission and our clients.
- Ability to maintain client confidentiality, and to interact positively and in a non-judgmental way with parents and children.
- Ability to interact gently and supportively with center children.
- Ability to lift or maneuver 25 lbs., as well as stand, kneel, stoop, bend and sit.
- Ability to perform the essential functions of the position with or without accommodations.

Agency Conformance Statements:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, clients, donors, and outside agencies.

- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations.

Please send your resume to KDimmick@CommunityOutreachInc.Org. No calls please.