Infant/Toddler Teacher

Job Announcement

SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 13,000 Latina women and children annually in Oregon. Adelante Mujeres means “women rise up” and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
As part of the Adelante Mujeres education team, the ECE Infant/Toddler Teacher is responsible for developing strong nurturing relationships with children and maintaining a child/teacher ratio. The Infant/Toddler Teacher works in partnership with parents, teachers, ECE coordinators, and the ECE manager, to ensure and support each child’s safety, health, learning, and development by assisting the teacher in creating a culturally responsive learning experience that meets the needs of all children and families of the program. S/he will comply with Adelante Mujeres’ Mission and Vision, policies, and procedures, and state childcare licensing regulations. The ECE Infant/Toddler Teacher reports to the ECE Coordinator.

• Establishes a well-managed, child-oriented learning environment which is safe, healthy, interesting, attractive, and responsive to the social/emotional, physical, cognitive, and language development of each infant and toddler child
• Provides supervision, conflict management, and training to assigned staff and volunteers to ensure effective program operations
• Maintains an open, friendly, and cooperative relationship with each child’s family
• Provides oversight and directs the implementation and logistics of the program’s curriculum, assessments and enrichment activities, special programs and site visits
• Supports data collection and entry, evaluation of program benchmarks and indicators, ongoing tracking and reporting

QUALIFICATIONS:
We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:
• A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
• High School Diploma, GED, or Diploma de Educación Secundaria AND Infant Toddler Child Development Associate (CDA) certificate, OR
• A step 8 or higher in ORO AND 24 months actual work experience with infant/toddler age children, OR
• AA/AS degree in child development, human development, education, child and family studies, special education or any other field that includes significant coursework in infant/toddler early childhood education, **OR**
• BA/BS degree or higher in any field and coursework equivalent to a major relating to early childhood education that includes significant coursework in infant/toddler **AND** 12 months actual work experience working with infant toddler age children
• Certification or Accreditation: CPR/First Aid Certification, and Food Handler Certification within first 30 days of employment
• Proof of criminal background registry enrollment under Office of Childcare required
• Bilingual in English and Spanish, written and verbal
• Possess basic knowledge and ability to operate computers with applicable software (Windows Microsoft Outlook, Word, and Excel)

**Additional Requirements:**
• COVID-19 vaccine and booster required except for religious or medical accommodation
• Possess current driver’s license and auto insurance coverage
• Ability to travel out of town to attend workshops or trainings

**SALARY & BENEFITS:**
• Salary range: $20.13 - $21.66 per hour depending on qualifications
• Full-time, hourly non-exempt position, 40 hours per week working from August to June (no work during the Summer)
• Benefits: health, vision, dental, short-term, and long-term disability, 401K pension plan, life insurance, EAP, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (up to 9 days annually), personal days (3 days per year), and vacation per year (up to 20 days years one through five, up to 25 days after five years)
• Opportunity for broad and impactful work with a visionary, growing organization

**TO APPLY:**
Please complete a job application or submit the following material electronically (PDF preferred) to hr@adelantemujeres.org (no phone calls, please)
• A one-page cover letter outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education, and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

**Closing date:** Open until filled  **Anticipated start date:** August 29, 2022

-------------------------------------------------------------------EQUAL OPPORTUNITY EMPLOYER-------------------------------------------------------------------

*Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.*