

**Peninsula Children's Center**  
**Job Description**

**Title:** Teacher

**FLSA Status:** Full-time hourly

**Reports to:** Director of Educational Operations

**Position Summary:** The Teacher is dedicated to the development of the whole child and creates and engages in interactive and fun activities that promote the social, physical, emotional and intellectual growth of children ages six weeks to five years (depending on classroom assigned).

**Qualifications**

- Coursework in Early Childhood Education, A.A. or B.A. preferred
- Step 8.5 on Oregon Registry
- Experience working in a culturally, racially, and economically diverse community
- 2+ years of early childhood education experience working in licensed center
- 1+ years of direct experience in licensed center working with assigned age group preferred
- Able to set and maintain professional boundaries with families
- Excellent verbal, listening, and written communication
- Excellent organizational skills and attention to detail
- Enrollment in the Child Care Division Central Background Registry and willing to obtain the following or supply documentation of prior training within the first 90 days of employment:
  - First Aid and Infant CPR certification
  - Food Handlers Card

**Responsibilities**

- Teach classroom of up to twenty young children (depending on age) for up to eight hours/day
- Share leadership and teaching responsibilities with lead and/or assistant teachers
- Create environment that provides a rich variety of physical, social, emotional, cognitive and language experiences for children ages six weeks to five years
- Co-supervise classroom volunteers in professional and supportive manner
- Maintain classroom records, cleanliness and orderliness
- Engage with and be responsive to current and prospective families
- Support the philosophy that children learn through play
- Respect ethnic and cultural differences
- Comply with all PCLC and governmental regulations regarding the care of children
- Complete timely and accurate documentation according to school and other licensing or regulation requirements
- Assist in and accept responsibility for temporary duties if other personnel are not available
- Attend and participate in meetings, events, and parent/family meetings as requested

**Other**

- Work is primarily performed in the center environment. Center is dynamic with a high level of activity. Work may also be performed at community sites for field trips.

- Stand up to 95% of the day and sustain high level of energy
- Occasionally lift up to 50 pounds
- Assume poses in low positions that best allow physical and visual contact with children
- Regularly kneel, bend and sit on the floor to attend to children's needs.
- Possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being
- Both indoor and outdoor environment are typically found in daily work. Depending on activities and season, may be required to be outdoors for regular, prolonged activities

Peninsula Children's Learning Center is a nonprofit early childcare center and preschool that has been serving the North/Northeast Portland community for over 43 years. We offer paid vacation, competitive compensation, medical, dental, and retirement benefit package after 60 days. We have a supportive working environment, a rich facility and a great group of children. Salary range is \$11 - \$13.50 an hour depending on class, position and qualifications.

To be considered for an interview, please send a resume and cover letter summarizing your experience with young children, educational background and why you think you are a good fit for this position and our organization to Michele Volk, Director of Educational Operations, at [michele@penchild.org](mailto:michele@penchild.org).