-WSU Children’s Center

Availability: Fall 2011 – Spring 2012
Status: Applications accepted March 2011 until filled.

- Contact Info: Name: June Reineke
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- Required Application Documents: Cover Letter (stating qualifications, experience, and academic interest in early childhood education), resume, and 3 professional references (contact information - phone and email information)

Position Description

QUALIFICATIONS:
1. Prior experience with young children preferred.
2. Must submit to and successfully complete a State of Minnesota Dept. of Human Services Division of Licensing Background Study.
3. Demonstrate good oral and written communication skills.
4. Must be able to properly lift and hold children up to 55 pounds.
5. CPR and First-aid training preferred and required within first semester of employment.

RESPONSIBILITIES:
1. Develop professional relationships with classroom teachers, children, and families.
2. Assist professional staff in providing early education and care for children aged 6 weeks to 11 years old including program, food and bathroom responsibilities.
3. Facilitate pre-planned classroom and outdoor activities.
4. Help maintain licensing and accreditation requirements.
5. Maintain the safety and cleanliness of the classrooms, center, and playground.
6. Aid in classroom record keeping such as food program meal counts, medication forms, incident reports, and classroom anecdotal records.
7. Attend planned evening sessions for children and families as requested.
8. Attend regularly scheduled whole staff and classroom specific meetings.
9. Find a substitute for any shifts you cannot work due to illness or family emergency.
10. Perform additional tasks relevant to specific graduate program, as determined at time of hire.

COMPENSATION: Compensation is commensurate with WSU Graduate Assistant tuition and salary guidelines.