

Join OU's Early Childhood Program as an Assistant Teacher at the Institute of Child Development

The Institute of Child Development at the University of Oklahoma is pleased to invite passionate and creative Early Childhood Teachers to be part of our growing school. We are seeking applications for full-time (nine-month) Assistant Teacher positions.

The ICD serves children ages 6 weeks until age 5. It has three primary goals. The first is to provide a developmentally appropriate environment for undergraduate and graduate students to observe and interact with young children. The second is to serve families of the university and the community and provide young children with high quality care and education. The third is to provide a site for research and educational innovation. The teacher's role at the ICD is to serve as a guide, a resource, and a facilitator for the child. By this we mean the teacher facilitates a child-centered environment by initiating activities and projects for children that are developmentally appropriate, purposeful, meaningful, and foster learning through self-selected play.

Teachers receive a yearly salary and OU benefits. Review of completed applications will begin as soon as possible. **For best consideration, please apply by May 17, 2024.**

Required Education- Earned CDA/CCCP/Associate's degree, preferably in early childhood education; open to and excited for professional development

Job Responsibilities- The responsibilities of the Assistant teacher consist of, but are not limited to:

- Teaching full-day in class (Monday through Friday, 9:00 AM – 5:30 PM)
- Creating a physically and psychologically safe learning environment for young learners that is intentional, culturally responsive, equitable, and supports student autonomy;
- Assisting the Lead Teacher with planning weekly lessons based on early learning standards and best practices; setting up the learning environment; preparing and serving food; implementing daily activities as directed by the lead teacher; assisting in keeping the classroom clean and organized; assisting with diapering and toilet training; and leading the classroom when the lead teacher is absent.
- Establishing and maintaining positive and collaborative relationships with families, which includes daily/weekly communication with parents;
- Collaborating with other teachers and participating in monthly after school hours staff meetings;
- Taking part in professional development experiences (attending or presenting);
- Supporting research endeavors consistent with preschool laboratory classrooms;
- Modeling reflective practice (i.e., self-reflection on teaching) and being open to mentoring and feedback from supervisors/others;
- Maintaining up-to-date CPR and First Aid Licensing;
- Maintaining up-to-date Professional Development Hours and your Professional Development Ladder through CECPD
- Completing annual OU OnPoint training to stay up to date on best workplace practices and laws;
- Maintaining confidentiality for all enrolled families, only discussing students appropriately as needed with school directors with the goal of supporting children and families;
- Maintaining DHS STARS requirements in your classroom for hand washing, diaper changing, and classroom maintenance; and
- Participating in other activities as appropriate.

Advertised Physical Requirements- Supervise a classroom of young students - which includes:

- Being able to lift and carry 50 pounds.
- Bending, kneeling, and getting up and down from a seated-on-the-floor position.

Departmental Preferences- Experience teaching young children (between the ages of 6 weeks to 5 years) and strong content and pedagogical knowledge; familiarity with early childhood standards, theorists, and effective practices in early childhood education; and experience working as part of a dynamic and collaborative team.

Must pass a comprehensive post-offer, pre-employment criminal and fingerprint background check, and a continued successful status will be verified by periodic future background checks.

Application Process- Applicants should send a cover letter/letter of interest addressing qualifications for the position, a resume/CV, and a list of names and contact information (phone numbers and email addresses) of at least three professional references. Applicants are welcome to share 2-3 items of supporting materials if so desired (e.g., video of teaching, lesson plans, classroom website, family communication/newsletter, etc.). All materials should be sent to Jen Murphy, icd_preschool@ou.edu with a subject line of "OU ICD Assistant Teacher Application". **For best consideration, please submit applications by May 17, 2024. The position is open until filled.**