

Part-Time Classroom Floater and Teaching Assistant

Wildflower Preschool & Child Care LLC

Position: Part-Time, Year-Round

Average Schedule: Approximately 24 hours per week, with opportunities for additional hours

Pay: \$16–\$19 per hour, based on education and experience

Availability Required: Monday–Friday, 7:00 a.m.–6:00 p.m.

Position Summary

We are looking for a flexible Classroom Floater and Teaching Assistant who enjoys bringing a helping hand and a warm presence wherever needed. This position will move between classrooms to provide staff breaks, assist teaching teams, and substitute for absent employees while helping children feel safe, included, and ready to explore, learn, and grow.

No previous child care experience is required. We are willing to train the right applicant who is dependable, patient, eager to learn, and excited to work with children of different ages.

Primary Responsibilities

- Move between infant, toddler, preschool, and school-age classrooms based on daily staffing needs.
- Provide coverage for staff breaks, lunches, planning time, meetings, and absences.
- Substitute in classrooms and follow the established schedule, routines, lesson plans, and teacher directions.
- Build warm, responsive relationships with children in each classroom.
- Engage children in play, stories, art, sensory activities, music, movement, and outdoor exploration.
- Support inquiry-based learning by noticing children's interests, encouraging questions, and participating in their discoveries.
- Use inclusive practices and individualized strategies to support children with varying abilities and needs.
- Follow children's IFSPs, IEPs, health plans, behavior-support plans, and classroom accommodations as directed.
- Maintain active sight-and-sound supervision and all required staff-to-child ratios.
- Assist children with feeding, diapering, toileting, handwashing, dressing, rest time, and other daily routines as needed.
- Follow infant safe-sleep procedures and all classroom-specific health and safety requirements.
- Support children's social-emotional development through positive guidance, clear expectations, and respectful communication.

- Assist with classroom preparation, meal service, cleaning, sanitizing, laundry, and organization.
- Accurately document attendance, meals, diapering, sleep, activities, and other required information.
- Communicate professionally and respectfully with children, families, coworkers, and program leadership.
- Follow all Wildflower policies and Oregon child care licensing requirements.
- Participate in staff meetings, required training, professional development, and occasional family-engagement activities.
- Perform other duties needed to support the children, classrooms, and program.

Minimum Qualifications

Applicants must:

- Be able to enroll in Oregon's Central Background Registry before beginning employment.
- Be at least 18 years old.
- Be able to complete all required health, safety, and child care trainings upon hire.
- Be willing to obtain current First Aid and CPR certification covering infants, children, and adults.
- Be willing to obtain an Oregon Food Handler Card.
- Be dependable, patient, flexible, and comfortable working with children of different ages.
- Be able to follow classroom routines, teacher directions, licensing requirements, and program policies.
- Have full scheduling availability between **7:00 a.m. and 6:00 p.m., Monday through Friday.**

Wildflower will help selected applicants access and complete the required training and certifications.

Preferred Qualifications

Highly qualified applicants may have:

- Previous experience working in a licensed child care program, preschool, school, or other setting serving children.
- A Step 7 or higher on the Oregon Registry.
- Experience working with infants, toddlers, preschoolers, and school-age children.
- Experience supporting children with disabilities, developmental delays, behavioral needs, or individualized support plans.
- A Child Development Associate credential or college coursework in early childhood education, child development, or a related field.
- Bilingual or multilingual communication skills, particularly English and Spanish, to support communication with the families and communities we serve.

Schedule

This is a part-time, year-round position averaging approximately **24 hours per week**, with opportunities to accept additional hours when available. Because this position provides classroom coverage throughout the program day, applicants must have full availability from **7:00 a.m. to 6:00 p.m., Monday through Friday**. Actual scheduled shifts and weekly hours will vary according to program needs.

Occasional evening or weekend participation may be requested for family-engagement events, staff meetings, or professional development, with advance notice whenever possible.

Physical Requirements

With or without reasonable accommodation, the employee must be able to:

- Frequently stand, walk, sit on the floor, bend, kneel, squat, reach, and stoop.
- Move easily between floor-level activities and standing.
- Lift and carry children or classroom materials weighing up to 50 pounds.
- Assist children with diapering, toileting, feeding, dressing, and other personal-care needs.
- Supervise children indoors and outdoors in varying weather conditions.
- Move between classrooms and adjust to different routines throughout the day.
- Respond quickly and appropriately to children's health and safety needs.
- Hear and see children well enough to maintain active supervision.
- Perform routine cleaning, sanitizing, laundry, and organizational tasks.

Wildflower Preschool & Child Care LLC is committed to providing an inclusive workplace and considering qualified applicants without regard to legally protected status.

To Apply: email a cover letter with the position you are applying to along with your resume to Rionna Ruley at rionna.ruley@wildflowerpcc.com