

Infant and Toddler Classroom Teaching Assistant

Wildflower Preschool & Child Care LLC

Position: Full-Time, Year-Round

Pay: \$15-\$19 an hour Based on education and experience

Schedule: Monday-Friday; availability required between 7:00 a.m. and 6:00 p.m.

Position Summary

We are looking for a caring, dependable Infant and Toddler Classroom Teaching Assistant who enjoys supporting young children as they explore, build relationships, and make their earliest discoveries. Working alongside the classroom teacher, the assistant helps provide a warm, safe, nurturing environment and supports our inquiry-based curriculum through responsive caregiving, play, and everyday routines.

Experience with infants and toddlers is preferred, but we are willing to train the right individual. A patient approach, willingness to learn, and commitment to children's well-being are essential. Applicants do not need to have all certifications and trainings completed when they apply.

Primary Responsibilities

- Support the classroom teacher in providing nurturing, responsive, developmentally appropriate care for infants and toddlers.
- Build secure, trusting relationships with children and respectful partnerships with families.
- Assist the teacher with inquiry-based experiences inspired by children's interests and developmental needs, including sensory exploration, movement, music, art, books, and outdoor play.
- Encourage children's social-emotional, physical, cognitive, and language development through play, conversation, and daily routines.
- Assist with feeding, diapering, toileting, dressing, and rest routines while following each child's individual care plan.
- Follow safe-sleep practices and all infant and toddler health, hygiene, and safety procedures.
- Maintain active supervision and help the teacher maintain required staff-to-child ratios within the assistant's approved qualifications.
- Share observations with the teacher to support individualized care, activity planning, and developmental documentation.
- Help prepare materials and maintain an inviting, organized classroom with accessible, age-appropriate learning opportunities.
- Support children with diverse abilities, backgrounds, cultures, and family structures; follow teacher guidance and established support plans.
- Communicate daily care information to families and refer developmental concerns or other questions to the teacher or director.
- Use program software to record attendance, meals, diapering, sleep, activities, and family communication as assigned.
- Assist with classroom cleaning, sanitizing, laundry, meal service, and organization.
- Work collaboratively with the teacher, teaching partners, support staff, specialists, and program leadership.
- Follow Wildflower policies and applicable Oregon child care licensing requirements.
- Participate in staff meetings, required training, professional development, and family-engagement activities.
- Perform other classroom-related duties that support children, the teacher, and the program.

Minimum Qualifications

Applicants must:

- Be willing and able to obtain enrollment in Oregon's Central Background Registry before beginning employment.
- Be willing to obtain required certifications and complete applicable child care safety training within required licensing timelines, including First Aid and CPR, an Oregon Food Handler Card, and required Safety Set training.
- Communicate respectfully and effectively with children, families, and coworkers.
- Demonstrate reliability, patience, sound judgment, and a genuine interest in caring for infants and toddlers.
- Be comfortable supporting personal-care routines, working as part of a team, receiving guidance, and learning new skills.

Wildflower is willing to train the right individual and provide guidance and support in completing required certifications and trainings. Staff duties, supervision, and eligibility to count in ratios will follow applicable licensing requirements while qualifications are being completed.

Preferred Qualifications

- Experience caring for infants or toddlers, especially in a child care or early learning setting.
- Early childhood education coursework, an Oregon Registry step, or related training.
- Current First Aid and CPR certification, an Oregon Food Handler Card, or completed child care safety training.
- Experience supporting play-based, inquiry-based, or child-led learning.
- Experience working in inclusive classrooms and supporting children with varying developmental needs.
- Bilingual or multilingual communication skills, particularly English and Spanish.

Schedule and Availability

This is a full-time, year-round position. Applicants must be available for a scheduled shift between 7:00 a.m. and 6:00 p.m., Monday through Friday. Very occasional evening or weekend participation may be required 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 move 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.
- Maintain active supervision indoors and outdoors in varying weather conditions and respond promptly to children's health and safety needs.
- Perform routine cleaning and sanitizing tasks.

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

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