Job Announcement: Preschool Promise Assistant
MountainStar Family Relief Nursery

Position: Preschool Promise Teacher Assistant
Schedule: Monday – Thursday, 8am – 4:30pm (32 hours per week) August 29 – June 30
Reports to: Program Manager
Starting Wage $18.25 per hour, depending on education and experience, wage differential if bilingual

MountainStar Family Relief Nursery is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age or disability or sexual orientation.

MountainStar Family Relief Nursery is a non-profit, strength-based child abuse and neglect prevention program to support families with children ages 6 weeks through 5 years. We provide comprehensive services for children and families experiencing high stress. Services include a therapeutic classroom emphasizing social-emotional development, home visits, parenting classes and other services.

About Us and Our Values:

MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, and other family supports.

Our values are:

1. **Caring** – welcoming, trauma-informed, trustworthy, compassionate, honest, and fun.
2. **Partnership** – invested, accessible, and engaged with clients, supporters, partners, and communities.
3. **Excellence** – committed to high-quality programs, current research, innovation, best practices, accreditation, and evaluation.
4. **Inclusiveness** – seek out and value diverse perspectives, understand and address systemic barriers.

Essential Job Functions

- Assist Preschool Promise teachers in providing a high-quality early childhood education program, including:
  - Assisting with *Creative Curriculum*, TS Gold and other assessments
  - Being present in the classroom as needed to support children’s behaviors
  - Providing USDA compliant meal service (purchasing and preparing meals and snacks)
  - Safely transporting children to and from the program
  - Maintaining a clean and safe classroom
- Lead the class during teacher meal/break periods
- Interact with families and co-workers in a strengths-based and compassionate manner
- Support MountainStar in following regulations and guidelines from Office of Child Care, Spark!, Preschool Promise and other applicable standards.

MountainStar is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age or disability or sexual orientation.
• Support Relief Nursery program with transporting children, cleaning, or other activities on a limited basis (4 hours per week)
• Support other MountainStar activities - at times outside of regular hours
• Other duties as assigned

Knowledge and Experience
• Step 8+ on Oregon Registry, OR Step 7.5 or lower (or CDA) with at least one year of preschool teaching experience required. ORO account creation
• High School Diploma or GED required. AA/AS in Early Childhood Education or a related field preferred
• Preschool classroom experience preferred
• Bilingual English/Spanish including reading, writing and speaking effectively in both languages preferred

Success Factors
• Able to relate sensitively with families and young children living in high stress, potentially chaotic situations with ongoing stress and trauma. Demonstrates cultural competence and excellent communication skills.
• Able to maintain personal/programmatic boundaries and confidentiality while providing high quality care, education, and other supportive services
• Able to: work independently and as a team member; prioritize and complete responsibilities; and be flexible as various situations arise.
• Continuing professional growth in areas related to early childhood education, especially in the following areas: observing and assessing the development of young children; working with families experiencing poverty, trauma and/or social complexity; and cross-cultural and strengths-based communication.

Other Essential Requirements
• Ability to pass a background check
• Valid driver’s license and reliable personal transportation. Clean driving record to drive company vehicles and transport children.
• Within 60 days of employment must be Pediatric CPR and First aid Certified, have a current food handlers’ card, and show proof of completing “Recognizing and Reporting Child Abuse and Neglect,” “Introduction to Child Care Health & Safety,” “Safe Sleep,” and “Prevention is Better than Treatment” courses as required by Oregon Office of Child Care

Salary Range + Benefits:
This is a 32 hour per week position, starting at $18.25+/hr. depends on experience and qualifications, wage differential if bilingual, plus benefits. All positions at MountainStar Family Relief Nursery are contingent upon the availability of funding

To apply, please submit a cover letter and resume to:  HR@mtstar.org
Please highlight how your skills, experience, training, and attitude will support your success in working across these many areas of our organization.

MountainStar is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age or disability or sexual orientation.