The purpose of the University Child Learning & Care Center (UCLCC) is to provide quality learning experiences and care for: infants, toddlers, and pre-school age children. UCLCC’s learning environments are cognitively stimulating, aesthetically pleasing, and foster children’s emotional, social, physical and cognitive growth. The center’s strong emphasis on family, community and culture is promoted with developmentally appropriate practices and the Reggio Emilia Inspired Approach. Educational learning goals are based on the Wisconsin Model Early Learning Standards; developed through classroom observation as well as child and program assessments. UCLCC is nationally accredited by the National Association for the Education of Young Children (NAEYC), and rated a 5-star provider by YoungStar; Wisconsin’s quality rating program. UCLCC serves a diverse population with approximately 70 children; students, faculty/staff, and the community at large.

Primary Responsibilities
The primary responsibly of a UCLCC assistant teacher is to effectively utilize evaluations and assessments to plan, coordinate, and implement a developmentally appropriate learning experience, while supporting children’s social and emotional needs in collaboration with the classroom lead teacher. Assistant teachers are responsible for general supervision, classroom management, and overall safety. In addition to comprehensive classroom responsibilities; assistant teachers are responsible for clerical
duties, and engaging in administrative support. Assistant teachers report directly to the UCLCC Director and/or lead classroom teacher.

The UCLCC is licensed for 63 children between the ages of 6 weeks through 12 years. Year round, full-day care and flexible scheduling options are available for all age groups. The UCLCC 4K serves eligible 4 and 5 year-olds in collaboration with the Stevens Point Area Public School District. 4K times are offered in conjunction with the school district’s academic year calendar. School-age programming is available during early release, school cancelations, no school days, and summer break.

**Required Qualifications:**
1. Lead teacher qualified as determined by NAEYC and the Wisconsin Department of Children and Families
2. Strong written and oral communication skills
3. Thorough knowledge of principles and techniques of Early Childhood Education
4. Infant Toddler Development course if working in Infant-Toddler Program.

**Preferred Qualifications:**
1. Experience in early childhood education, or related education field.
2. Training in and experience with Wisconsin Model Early Learning Standards, NAEYC, Reggio Emilia, and YoungStar
3. Bachelor’s Degree in Early Childhood Education (ECE) or related field

**A. Programming Responsibilities – 35%**
1. Collaborate with lead teacher on planning and facilitating daily programs that are age appropriate and cognitively stimulating.
2. Collaborate with lead teacher in implementing WMELS based foundation blended with a Reggio Emilia inspired educational philosophy.
3. Collaborate with lead teacher in utilizing observations, documentations, and the Portage Guide assessment tool as the foundation of lessons and activities.
4. Collaborate with UCLCC colleagues to cultivate commonality and cohesion within the program.
5. Collaborate with lead teacher in adapting lessons and activities to meet the needs of all children.
6. Be knowledgeable of Wisconsin State Licensing Regulations, YoungStar (Wisconsin’s Quality Rating Program), and NAEYC accreditation standards.
7. Maintain space, setting and materials in the classroom and outdoors, according to the highest standard of the ECERS rating scale; ensuring a clean, orderly, child-centered environment.
8. Work to develop and maintain a supportive rapport with parents/guardians.
9. Promote tolerance and foster social responsibility through multicultural and anti-bias programming and environments.
10. Demonstrate professionalism, tolerance, and kindness to all children and families regardless of race, religion, nationality, or abilities.

B. **Supervisory Responsibilities – 25%**
1. Daily supervision of classroom staff including: Student Aides, Practicum Students and Volunteers.
2. General classroom supervision: all staff must at all times know the number of children in their care and those children’s whereabouts.
3. Supervise opening or closing responsibilities of the program and staff when applicable.

C. **Administrative Responsibilities – 25%**
1. Maintain regular communication with parents/guardians, colleagues, office personal and center Director.
2. Formally observe children’s activities and progress; document and share information regarding children’s experiences with the lead teacher.
3. Enforce all licensing regulations and national accreditation standards.
4. Maintain up-to-date and accurate medical and accident logs.
5. Participate in monthly emergency fire evacuation, periodic tornado drills and lock-down procedures.
6. Notify the lead teacher of classroom supplies and needs.
7. Provide input on curriculum, equipment and special projects involving UCLCC.
8. Attend and actively participate in staff meetings and in-services as scheduled.

D. **General Responsibilities – 15%**
1. Complete 15 hours of continuing education yearly.
2. Complete and maintain all required documentation required by state licensing (Criminal background check, TB, physical, CPR/1st Aid/AED, SBS, SIDS, CAN training, mandatory child abuse reporting)
3. Ensure the safety and physical well-being of the children.
4. Participate in snack/lunch distribution and clean-up in accordance with state/federal licensing guidelines.
5. Maintain knowledge of the cultures in the community, particularly as they may relate to the children served by the programs.
6. Attend university, parent or child care committee meetings as needed.
7. Maintain a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers.
8. Perform other duties and responsibilities as assigned by the Director of the UCLCC or classroom lead teacher.
9. Promote and support Student Affair’s commitment to equity, diversity and inclusivity amongst our students that we serve and the overall campus community.

E. **Required Skills:**
1. Provide effective and appropriate oral and written communication in all correspondences.
2. Demonstrate effective interpersonal skills using tact, patience and courtesy in daily communication and conflict resolution.
3. Commit to and utilize the protocol outlined in the NAEYC Code of Ethics.
4. Provide ongoing child and adult observation and assessment.
5. Work effectively with a wide range of constituencies in a diverse community.
6. Work cooperatively with others and value working as part of a team.
7. Demonstrate effective time management skills.
8. Effectively work in the high stress environment that is unique to campus childcare settings.

F. **Physical Abilities**
1. Hearing and speaking to exchange information with children, staff and parents.
2. Bending at the waist for lifting children and/or equipment up to 50 pounds.
3. Standing for extended periods of time.
4. Moving quickly and easily from sitting to standing.
5. Working outdoors on a daily basis.