



JEANNINE RAINBOLT COLLEGE OF EDUCATION
**INSTRUCTIONAL LEADERSHIP
AND ACADEMIC CURRICULUM**
The UNIVERSITY of OKLAHOMA

Join OU's Early Childhood Program as an Assistant Infant/Toddler 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 Infant/Toddler 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 competitive salary and OU benefits. Review of completed applications will begin as soon as possible. **For best consideration, please apply by March 20, 2023.**

The responsibilities of the Assistant Infant/Toddler Lead Teacher consist of, but are not limited to:

- Teaching full-day infant/toddler class (Monday through Friday, 9:30 AM- 5:30 PM) during the OU Fall and Spring semesters (August through May);
- Creating a physically and psychologically safe learning environment for young learners that is intentional, and supports student autonomy;
- Assisting the Lead Infant/Toddler Teacher with planning weekly lessons based on early learning standards and best practices in infant/toddler care; 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 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.

Required Qualifications:

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

Preferred Qualifications:

Earned bachelor's degree or associate's degree in early childhood education; experience teaching infants/toddlers; familiarity with effective practices in early childhood education; and desire for professional growth

Physical Requirements

Supervise a classroom of eight students (ages 6 weeks to 24 months) – which includes:

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

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. All materials should be sent to Dr. Kyong Ah Kwon, kkwon@ou.edu with a subject line of "OU ICD Infant/Toddler Assistant Teacher Application". **For best consideration, please submit applications by March 20, 2023. The position is open until filled.**

The University of Oklahoma is committed to achieving a diverse, equitable, and inclusive university community by recognizing each person's unique contributions, background, and perspectives. The University of Oklahoma strives to cultivate a sense of belonging and emotional support for all, recognizing that fostering an inclusive environment for all is vital in the pursuit of academic and inclusive excellence in all aspects of our institutional mission.

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.