**Position Title:** Temporary Early Childhood Educational Assistant Teaching Positions  
**FTE:** Variable  

**Work Location:** Delzell Hall, 910 Fremont Street, Stevens Point WI 54481  
**Supervisor:** Will vary based on the position.  

**Pay Schedule-range:** Starting salary will vary and is based on the individual position and its requirements.  
Shift: Will vary based on the individual position. Positions typically work Monday-Friday, hours of ranging between 7:15am-5:30pm. Some night and weekend hours may occur but are limited.  
**Duration:** Generally the academic year, may be as long as a full calendar year.  

Applicants will be reviewed by supervisors as temporary positions become available. Applicants will be contacted approximately every 6 months to indicate continued interest.  

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds.  
Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point.  

The primary responsibly of the UCLCC Educational 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; Educational Assistant Teachers are responsible for clerical duties, and engaging in administrative support. Educational 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 early care and education with 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.  

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

- Experience in early childhood education, or related education field.
- Training in and experience with Wisconsin Model Early Learning Standards, NAEYC, Reggio Emilia, Environmental Education, and YoungStar
- Bachelor's Degree in Early Childhood Education (ECE) or related field

How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in.

Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:

- Cover letter addressing qualifications and experience
- Resume/Curriculum Vitae
- Contact information for three professional references

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:

Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Materials
Submit

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Special Notes

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.