

| | |
|-------------------------------|---|
| POSITION | Child Care Center Lead Teacher and Lab Assistant [Full-Time, Benefitted] |
| APPLY BY HIRE DATE | Position Open Until Filled TBD Upon Offer |
| DIVISION | Child Care Center |
| REPORTS TO | Child Care Center Manager |
| CLASSIFICATION | Non-Exempt (hourly) |
| POSTING DATE | April 30, 2026 |

SUMMARY

The Child Care Center Lead Teacher and Lab Assistant will provide standard services to children in the childcare center. Responsibilities will include conducting activities for children, tasks to maintain child hygiene, feeding children, preparing billing as needed and preparing forms required to maintain child center licenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts activities for children to foster their physical and developmental needs; duties may involve selecting age-appropriate activities, providing guidance, and other nurturing activities (WMELS).
- Prepares and maintains a variety of records related to operational and/or client/childcare activities to ensure licensing requirements are met and to increase operational efficiency; duties may include, but are not limited to, preparing and maintaining student forms, preparing weekly bills, and coordinating with parents.
- Provides physical care for children as appropriate.
- Mentor and evaluate SWTC Early Childhood students assigned to the center for field experience hours.
- Complete assessments and children's portfolios for the classroom.
- Other duties as assigned.

TRAINING, EXPERIENCE AND SKILLS

- Associates degree in Early Childhood Education or higher with 3 years of related experience.
- The following trainings/licenses are required:
 - Foundations to Early Childhood class
 - CPR & First Aid Training
 - Sudden Infant Death Syndrome & Shaken Baby Training
- Additional required trainings/licenses which can be obtained after hire:
 - Wisconsin Model Early Learning Standard Training
 - Registry of Wisconsin Certificate
 - SEFEL Training
 - Infant/Toddler Credentials
 - Bloodborne Pathogens Training
 - Mandated Reported Training

KNOWLEDGE

- Planning and implementing activities to meet the requirements for Wisconsin Model Learning
- Child development principles and practices
- Early childhood education principles and practices
- Cleaning and sanitation methods
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes
- Billing principles.
- Ability to work effectively in a team-based, quality environment.
- Computer knowledge of Microsoft Office, email, and internet

SKILLS

- Monitoring children in a childcare setting
- Observing facilities for potential safety hazards
- Cleaning and sanitizing rooms, furniture, and toys.
- Applying first aid
- Utilizing communication and interpersonal skills applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

WAGE

Band A12 \$19.56-\$22.87

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)
- College Savings Program

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a BID criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.