

**POSITION
APPLY BY
HIRE DATE****Assistant Child Care Director and Instructor (Full-Time, Benefitted)
September 1, 2025
October 1, 2025****DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE****General Education
Child Care Center Director
Salaried (Exempt)
August 8, 2025**

SUMMARY

Southwest Wisconsin Technical College is seeking a dedicated, experienced, and student-centered Assistant Child Care Director, Lead Teacher, and Early Childhood Instructor to join our on-campus Child Care Center. Serving approximately 60 children of Southwest Tech students and employees, our Center holds a 4-Star rating on Wisconsin's YoungStar Quality Rating Scale and functions as a lab school for the college's Early Childhood Education (ECE) program.

This role combines leadership, teaching, and mentoring responsibilities. The individual will serve as a Lead Teacher in one of the classrooms, assist with center-wide operations, and contribute to the instruction and development of students in the Early Childhood Education program through classroom-based mentorship and college-level teaching assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Serve as the Lead Teacher in an assigned classroom, creating and implementing developmentally appropriate curriculum aligned with the Wisconsin Model Early Learning Standards (WMELS).
- Maintain a safe, inclusive, and nurturing environment that promotes the healthy development of all children.
- Supervise and mentor student interns and practicum students from the ECE program.
- Support the Child Care Director in managing day-to-day operations, licensing compliance, and YoungStar quality assurance.
- Foster collaborative partnerships with families, staff, and academic departments.
- Assist with administrative duties including enrollment, staff scheduling, and professional development coordination.
- Teach or co-teach courses in the Early Childhood Education program as assigned, aligning instructional content with field experiences provided in the lab setting.
- Participate in department meetings, curriculum development, and program assessment.
- Serve as acting Director in the absence of the Child Care Director.

TRAINING AND EXPERIENCE

- Minimum Registry level 13 with willingness to work toward level 14 within three years. Priority given to applicants with Registry level 14 or higher.
- Associate degree in Early Childhood Education required; Bachelor's degree or higher preferred, especially with qualifications to teach in a technical college setting.
- Must meet Wisconsin Department of Children and Families qualifications for both Assistant Child Care Center Director and Lead Teacher roles.
- Minimum of 2 years of experience in a licensed early childhood setting, with prior leadership, mentorship, or teaching experience strongly preferred.
- Current certifications in Infant/Child CPR, First Aid, and Shaken Baby Syndrome Prevention.

KNOWLEDGE

- In-depth knowledge of child development, curriculum planning, and classroom management.
- Familiarity with Wisconsin child care licensing regulations, YoungStar quality rating criteria, and WMELS.
- Demonstrated ability to lead a classroom while supporting the professional growth of others.
- Commitment to high-quality early childhood education and to developing future professionals in the field.

SKILLS

- Ability to work within a team setting and implement developed curriculum.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of children and students representing diverse occupations and backgrounds.
- Comfort with technology for documentation, instruction, and communication.
- Effective communication and interpersonal skills as 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/jobs
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

SALARY RANGE

C4 Salary: \$48,908.24 - \$68,471.54

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 charged)
- College Savings Program
- Plus More Optional Benefits

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 may be subject to completion of a 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.