



Job Title:	Early Childhood Program Staff	Job Category:	Preschool / Education
Department/Group:	Early Childhood Education	Position Type:	Part-Time
Location:	The Hub - 19 S. 49 th Ave, 74127	Pay Range:	\$14.00 - \$17.50 / hour
Reports to:	Program Manager – Early Childhood Education	Position Type:	Support

About The Common Good:

We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, and creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

The Common Good is launching a new Early Childhood program serving young children ages 2-5 and families through play-based, trauma-informed, and developmentally appropriate learning experiences. Our approach is centered around joyful learning, predictable routines, strong family partnership, and safe, inclusive environments aligned with Oklahoma DHS licensing requirements.

We are seeking an Early Childhood Program Staff member to support Spring Break Camp and assist with program preparation and operations leading up to the launch of our preschool program.

Job Description:

The Early Childhood Program Staff role supports the daily operation and launch of early childhood programming at The Common Good and reports to the Early Childhood Program Manager. During Spring Break Camp, this position will work directly in the classroom alongside the Early Childhood Program Manager to support routines, supervision, and learning experiences for young children. Following camp, the role will shift to supporting classroom setup, materials, schedules, documentation, and other operational needs as the preschool program prepares to open.

This role is ideal for someone who enjoys hands-on work with children, thrives in collaborative environments, and is comfortable supporting both classroom instruction and behind-the-scenes program needs.

ROLE AND RESPONSIBILITIES

Classroom & Camp Support

- Support daily classroom routines including arrival, centers, small groups, outdoor play, meals, rest, and transitions
- Assist with behavior regulation using positive guidance and co-regulation strategies
- Maintain a safe, warm, and inclusive learning environment
- Prepare materials, set up learning spaces, and support smooth transitions
- Uphold sanitation, safety, supervision, and ratio requirements in accordance with Oklahoma DHS regulations

Program & Launch Support (Post–Spring Break Camp)

- Assist the Early Childhood Program Manager with classroom setup, organization, and materials management
- Support preparation of schedules, routines, and daily operational systems
- Assist with family-facing materials, onboarding preparation, and documentation
- Support coordination with other program staff as systems and workflows are established
- Contribute to maintaining audit-ready documentation and compliance practices

Professional Expectations

- Demonstrate reliability, flexibility, and follow-through
- Communicate clearly and professionally with staff and families
- Align with expectations laid out in The Common Good Employee Handbook
- Uphold The Common Good’s values of equity, inclusion, and family partnership

RECOMMENDED QUALIFICATIONS

- CDA, Associate’s degree, or coursework in Early Childhood Education or a related field (Preferred)

- Experience working with young children ages 2-5 in a classroom, camp, childcare, or after-school setting
- Comfort with play-based, trauma-informed, or center-based early learning environments
- Organization and initiative to manage child daily transitions
- Ability to follow safety, supervision, and licensing expectations
- Willingness to complete required trainings (CPR/First Aid, Mandated Reporter)
- Ability to pass a background check

ADDITIONAL NOTES

This role includes a 90-day probationary period, during which performance, reliability, and program fit will be evaluated. At the conclusion of the probationary period, the role may be reevaluated and may be eligible for advancement into another Early Childhood Program role based on program needs and individual performance, including:

- Assistant Teacher
- Lead Teacher
- Program Coordinator
- Interventionist

Advancement is not guaranteed and is contingent on demonstrated performance, program readiness, and organizational approval.

This job description is intended to provide a general overview of the responsibilities and qualifications for the Early Childhood Program Staff member position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager of Early Childhood Education will establish your schedule, including any additional hours worked outside of the Early Childhood department. To apply, please go online to <https://forms.gle/dHuoWbKZJnPTMrGu6>