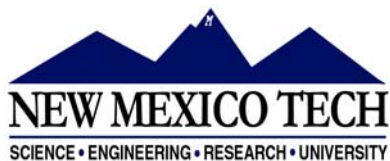


Posted: November 15, 2017



POSITION ANNOUNCEMENT

TITLE: EARLY EDUCATION TEACHER

DEPT: CHILDREN'S CENTER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$9.50- \$11.80

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: November 27, 2017* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

To insure a safe, health environment conducive to learning for the children of New Mexico Tech students, employees and community families.

Develop, plan and implement a quality comprehensive early education and after- school care program.

- Planning and implementing the program to enrich the lives of children according to their group and individual levels of development utilizing the NAEYC Standards for Quality Care.
- Daily preparation of program materials, requisition of supplies as needed.
- Recording of each child's individual progress.
- Evaluation of children
- Working with children who have special needs.

Ensures a safe and healthy environment.

- Carries out procedures for emergencies and fire drills.
- Carries out housekeeping standards.
- Monitors facility for possible hazards to children.
- Completes assigned tasks for the Child and Adult Care Food Program.

Assists in the development and implementation of the Family Involvement Component.

- Carries out all policies of the Family Handbook.
- Communicates with families in a positive manner.
- Actively participates in Home Visits and Child Progress Conferences.
- Works with the on-going program of family involvement.

Actively participates in Professional Development

- Active participation in team planning.
- Active participation in staff meetings and in-service training.
- Professional development through reading, projects and workshops to meet the required documented training during each year of employment as required by state licensing and national accreditation.

Supervision of other Adults

- Provides guidance and training as needed to student workers, high school workers and substitutes.
- Acts as a mentor for student teachers and field experience students
- Provides guidance and training as needed to program volunteers.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Formal diploma/certificate/degree program of 6- 18 months after high school or Completion of 45 Hour Entry Level Course. Child Development in working with Children required. NAEYC Developmentally Appropriate Practices desired. Child development Associate (CDA) Competency Standards desired. 45 Hour- entry level course required. NAEYC Code of professional Ethics desired. CPR and First Aid Certificate within 6 months of hire required. Valid NM Driver's License and obtains a Defensive Driving Course Certificate. Provide documentation of criminal records check within 3 months of hire.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 174, Socorro, NM 87801-4796