POSITION ANNOUNCEMENT

TITLE: EARLY EDUCATION ASSISTANT
DEPT: CHILDREN'S CENTER

REG □ TEMP ✔ FULL TIME ☐ PART TIME □

STARTING RATE or SALARY RANGE: $8.50
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

JOB DUTIES:
To insure a safe, health environment conducive to learning for the children of New Mexico Tech students, employees and community families. To replace a Children’s Center employee when one is ill, in training or on annual leave.

- Implements program for assigned class in accordance with daily lesson plan and/or established daily routine.
  - Implements program to enrich the lives of Children according to their group and individual levels of development.
  - Daily preparation of program materials, requisition of supplies as needed.
  - Working with children who have special needs.

Ensures a safe and healthy environment.
- Supervises children at all times by sight and sound.
- 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.

Supports the Family Involvement Component.
- Carries out all policies of the Family Handbook.
- Communicates with families in a positive manner.
- Treats each child and family with dignity and respect.

Professional Development.
- Works positively and professionally with other staff and families.
- Participates in Orientation Training.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math required. Associate’s Degree in Early Childhood Development. Completion of 45 credit hours Early Childhood Development Classes and six months experience working with Children OR Certification as a Child Development Associate (CDA) and six months experience working with children. CYFD background check approval within 2 months of hire.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 020, Socorro, NM 87801-4796