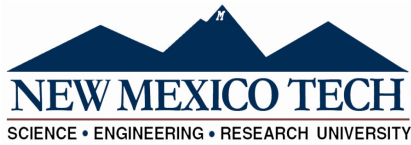


Posted: August 19, 2026



POSITION ANNOUNCEMENT

TITLE: EDUCATIONAL ASSISTANT DEPT: CHILDREN'S CENTER

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$15.00 - \$19.00

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 08/27/2026* 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 SUMMARY:

The Educational Assistant supports the development and implementation of ongoing, developmentally appropriate activities that promote each child's cognitive, spiritual, physical, language, social, and emotional growth. Working in collaboration with Early Childhood Educators, this role also assists with child observations, portfolio development, family engagement activities, parent conferences, and home visits, as applicable.

JOB FUNCTIONS:

Classroom Support, Supervision and Child Care

Monitor daily attendance and maintain awareness of child counts and required ratios. Support the teaching team in implementing lesson plans and daily activities. Supervise and engage with children, ensuring a safe, nurturing environment. Provide direct care for children ages 0–10, including bottle feeding, diaper changing, rocking, potty training, and other age-appropriate care as needed.

Child Observation, Documentation, and Recordkeeping

Observe children and communicate effectively with the teaching team regarding development and behavior. Assist in maintaining accurate records of each child's progress and development. Support documentation efforts, including taking photos and recording observations to contribute to child portfolios and accreditation requirements.

Family Engagement and Communication

Establish and maintain positive relationships with children and their families. Communicate daily activities and important information. Participate in family engagement activities, parent conferences, and home visits, as applicable.

Classroom Preparation, Organization, and Sanitation

Assist with classroom setup, preparation of materials and activities, and general administrative tasks. Clean and sanitize equipment and toys daily, maintain an organized classroom, and ensure the room is prepared for the next day.

Professional Development and Compliance

Maintain required certifications (e.g., CPR/First Aid, fingerprint clearance, licensing requirements). Complete a minimum of 24 hours of early childhood training annually. If supporting a NM PreK Educator, complete 6 credit hours per semester toward an Associate's degree in Early Childhood Education. Stay current with best practices and understand and follow emergency procedures and protocols. Perform other duties as assigned

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Aptitude for working with children in a child development setting. Ability to communicate with children in an age appropriate manner. CPR and First Aid Certificates within 6 months of hire. Must have background check conducted prior to start. Adherence to the NAEYC Code of Professional Ethics. Adherence to the NAEYC Development Appropriate Practices.

DESIRED QUALIFICATIONS:

Coursework or active pursuit of an Associate's Degree in Early Childhood Education or a related field. For positions funded through the NM PreK Grant, candidates must be actively enrolled and completing a minimum of 6 credit hours per semester toward an Associate's Degree in Early Childhood Education.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	N

PHYSICAL DEMANDS:

Standing 15%	Sitting 18%	Walking 19%	Pulling
Pushing 5%	Lifting 18%	Stooping 15%	Kneeling
Crawling 10%	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu