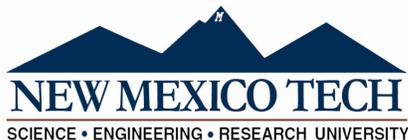


**Posted:** March 19, 2026



## POSITION ANNOUNCEMENT

**TITLE: NM PRE K EDUCATOR**

**DEPT: CHILDREN'S CENTER**

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$50,629-\$60,000

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: 03/31/2026\*** 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 fundamental purpose of this position is to maintain a safe, healthy, and nurturing environment that supports learning and development for the children of NM Tech students, employees, and community families. This role is responsible for ensuring full compliance with New Mexico PreK Guidelines and Requirements in order to deliver a high-quality early childhood education experience.

### JOB FUNCTIONS:

Develop, plan, and implement a high-quality, comprehensive early childhood education program. Ensure full compliance with all New Mexico PreK Guidelines and Requirements.

Plan and implement a developmentally appropriate program that enriches the lives of children at both the group and individual levels, in alignment with NAEYC Standards for Quality Care, NM PreK Guidelines, and The Creative Curriculum. Prepare daily instructional materials and submit supply requisitions as needed to support program activities. Maintain accurate documentation of each child's individual progress and conduct ongoing developmental assessments. Provide inclusive support and individualized instruction for children with special needs.

Ensures a safe and healthy environment for all children and staff. Implements established procedures for emergencies and conducts regular fire drills in accordance with regulatory requirements. Maintains housekeeping standards to promote cleanliness, safety, and organization within the facility. Monitors the facility and playground areas to identify and address potential hazards. Completes assigned responsibilities to maintain compliance with State Licensing regulations, NAEYC Accreditation standards, and NM PreK program requirements.

Assists in the development and implementation of the Family Engagement component of the program. Adheres to and implements all policies and procedures outlined in the Family Handbook and Personnel Standards Handbook. Maintains positive, professional communication with parents and guardians. Actively participates in home visits and child progress conferences to support family partnerships. Contributes to the ongoing development and implementation of family involvement initiatives

Actively participates in professional development activities, including reading, projects, and workshops, to fulfill the annual documented training requirements in accordance with State Licensing regulations, National Accreditation standards, and NM PreK Program guidelines. Engages collaboratively in team planning to support program effectiveness and continuous improvement. Actively participates in staff meetings and in-service training sessions to promote professional growth and program quality.

Provides supervision and oversight of assigned staff members. Offers guidance, support, and training to student workers and substitutes as needed to ensure program quality and consistency. Serves as a mentor to student teachers and field experience students, supporting their professional growth and development. Provides appropriate guidance and training to program volunteers to ensure adherence to program standards and expectations.

**REQUIRED QUALIFICATIONS:**

BA in Early Childhood Education OR Associates Degree and actively pursuing a degree in Early Childhood Education with a minimum of 6 credit hour per semester. Aptitude for working with children in a child development setting. Able to communicate with children in an age appropriate manner. Ability to carry out NM PreK requirements. CPR and First Aid certificates within first 6 months of hire. Adherence to the NAEYC Code of Professional Ethics. Adherence to the NAEYC Developmentally Appropriate Practices. Background/Fingerprint clearance. 24 hours of PD annually including those required by NM Tech, Licensing and, NAEYC and NM PreK.

**DESIRED QUALIFICATIONS:**

BA in Early Childhood Education. If BA is in different field they must complete an additional 18 hours 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	S

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 20%	Walking 20%	Pulling
Pushing	Lifting 20%	Stooping 15%	Kneeling
Crawling 10%	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)