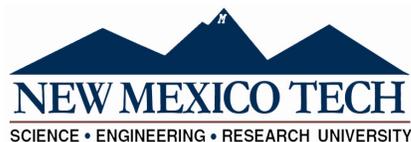


Posted: May 8, 2025



**REVISED**

## POSITION ANNOUNCEMENT

**TITLE:** SUBSTITUTE EARLY CHILDHOOD TEACHER      **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:** Concurrent\* 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:

To ensure a safe and healthy environment conducive to learning to students of NMT's community, parents, staff, students, and partners. To allow permanent staff to take their earned Annual Leave, Sick Leave, and Personal Leave while maintaining NAEYC required ratios in every classroom.

### JOB FUNCTIONS:

Develop, plan and implement a quality comprehensive early education and after school care program as needed when teachers are out and additional classroom support is needed. Offer support for teachers for planning time and professional development time. Other duty assignments as needed. Ensure a safe, healthy and caring environment for the children attending the Children's Center; prepares meals and snacks, light custodial duties. Communicate with parents/guardians on the well-being of their child. Actively participates in Professional Development.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Aptitude of working with children in child development setting. Ability to communicate with children in an age appropriate manner. Adherence to the NAEYC Code of Professional Ethics R Adherence to the NAEYC Development Appropriate Practices. First Aid and CPR within 6 months of hire. Must have background check conducted prior to start date. Must pass required NM Tech drug testing Provide documentation of criminal records check within 3 months of hire.

### DESIRED QUALIFICATIONS:

CDA (Child Development Association) competency standards

**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 20%	Sitting 20%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

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