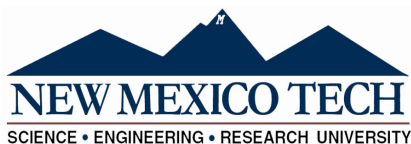


**Posted:** June 8, 2026



## 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:

The Substitute Educational Assistant supports classroom activities on a temporary, as-needed, and part-time basis. This role assists with implementing developmentally appropriate activities that support each child's cognitive, physical, language, social, emotional, and spiritual development.

Working under the guidance of Early Childhood Educators and regular classroom staff, the Substitute Educational Assistant helps maintain continuity in the learning environment, supports supervision of children, and assists with classroom routines and daily activities as needed. The role may occasionally support basic observations and communication with staff to ensure consistency in care and instruction during staff absences.

### JOB FUNCTIONS:

Support classroom staff on a temporary, as-needed basis by assisting with daily attendance tracking and maintaining awareness of child counts and required ratios. Follow direction from the teaching team to help implement lesson plans and daily activities. Supervise and engage with children to help ensure a safe, nurturing environment. Provide direct care for children ages 0–10 as needed, including bottle feeding, diaper changing, rocking, supporting potty training, and other age-appropriate care. Assist with maintaining smooth classroom routines and continuity of care during staff absences.

Assist regular classroom staff with classroom setup, preparation of materials and activities, and basic administrative tasks on an as-needed, temporary basis. Clean and sanitize equipment, toys, and frequently used surfaces in accordance with center health and safety procedures. Help maintain an organized, safe, and welcoming classroom environment. Ensure materials are put away and the classroom is left in a ready condition for the next day or next scheduled use.

Maintain required certifications as applicable to assignment (e.g., CPR/First Aid, fingerprint clearance, licensing requirements) and remain in good standing with all background and regulatory requirements. Participate in required training and orientation for substitute staff, including ongoing professional development as assigned. Stay familiar with center policies, best practices in early childhood education, and

emergency procedures and protocols. Perform other duties as assigned to support classroom and program needs during temporary placement.

Support positive, respectful relationships with children and their families while serving in a temporary substitute capacity. Communicate with classroom staff to share relevant daily information and support consistent messaging to families regarding activities and routines. As needed and under the direction of regular classroom staff, may assist with family engagement activities and scheduled meetings to help ensure continuity of care and communication during staff absences.

### **REQUIRED QUALIFICATIONS:**

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 Cod of Professional Ethics. 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:**

Post-secondary education in any field is preferred but not required.

### **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 18% | Walking 19%  | Pulling  |
| Pushing 5%   | Lifting 18% | Stooping 15% | Kneeling |
| Crawling 10% | Climbing    | Reaching     | Other    |

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