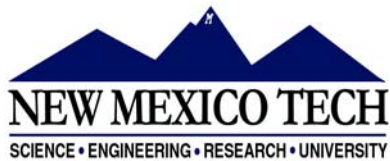


**Posted:** March 25, 2019



## POSITION ANNOUNCEMENT

**TITLE:** EARLY EDUCATION TEACHER (2)

**DEPT:** SUR/CHILDREN'S CENTER

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$11.00

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

**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 DUTIES:

Planning and implementing the program to enrich the lives of children according to their group and individual levels of development utilizing the NAYEC Standards for Quality Care. Daily preparation of program materials, requisition of supplies as needed. Record of each child's individual progress. Evaluation of children. Working with children who have special needs. Carrying out procedures for emergencies and fire drills. Carrying out housekeeping standards. Monitors facility for possible hazards to children. Complete assigned tasks for The Child and Adult Care Food Program. Carries out all policies of the Family Handbook. Communicates with parents in a positive manner. Actively participates in Home Visits and Child Progress Conferences. Works with the on-going program of family involvement. Active participation in team planning. Active participation in staff meetings and in-service trainings. Professional development through reading, projects and workshops to meet the required documented training during each year of employment as required by state licensing and national accreditation. Provides guidance and training as needed to student workers, high school workers and substitutes. Acts as a mentor for student teachers and field experience students. Provides guidance and training as needed to program volunteers.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Associates Degree in Child Development or Early Education from an accredited College or University, or certification as a Child Development Associate (CDA). Completion of state mandated 45 hour training course or a comparable vocational or occupational education sequence in child growth and development, plus 1 year of verified teaching experience in a preschool or child care center. Twenty-four months of verified teaching experience in a preschool or child care center and completion of a CDA Credential within one year of hire. Child Development in working with Children required. NAEYC Development Appropriate Practices desired. Child Development Associate (CDA) competency Standards desired. 45 hour- entry Level Course required. NAEYC Code of professional Ethics desired. CPR and First Aid Certificate within 6 months of hire required. Valid New Mexico Driver's License able to obtain a Defensive Driving Course Certificate required. Provide documentation of criminal records check within 3 months of hire required.