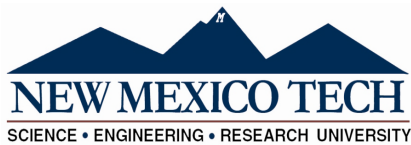


Posted: August 12, 2025



POSITION ANNOUNCEMENT

TITLE: EDUCATIONAL ASSISTANT

DEPT: CHILDCARE 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: 08/21/2025

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:

Responsible for helping develop and implement ongoing developmentally appropriate activities that promote the cognitive, spiritual, physical, language, social and emotional development of each child enrolled in class in collaboration with the Early Childhood Educators. The Educational Assistant will also support the Educator with Observations, Portfolios, Family Engagement Activities, Parent Conferences and Home Visits if applicable.

JOB FUNCTIONS:

Check daily attendance and be aware of child counts and ratios. Support teaching team and be aware of lesson plans and help implement daily activities; observe children and communicate effectively with the team. Assist teachers in maintaining records on each child's progress and development. Assist teachers with taking photos and documenting behavior in order to prepare portfolios for accreditation. Assist teachers with other administrative tasks; preparing classroom, preparing activities, etc Assist with children ages 0-10 years old; must assist with bottle feeding, diaper changing, rocking, potty training and other activities for infant care if applicable.

Establish a positive relationship with each child and each child's family and communicate daily activities and other pertinent information. Participate in Family Engagement activities as well as Parent Conferences and Home Visits if applicable. Maintain a positive and well organized, loving and safe environment for all children and families.

Keep abreast of current knowledge and practices in the field of Early Childhood and complete a minimum of 24 hours of early childhood training each year. If EA is supporting a NM PreK Educator they are required to take 6 credit hours per semester toward an AA in Early Childhood Education. Understand and execute emergency procedures and protocol when needed. Clean and sterilize equipment and toys daily; ensure room is clean at the end of the day; organize rooms in preparation for next day.

Maintain all required certifications- CPR/FA, fingerprinting, hours for certificate or license etc. 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:

Formal diploma/certificate/degree program of 6-18 months after High School- CDA or AA in Early Childhood Education. Child Development Associate (CDA) competency standards. Vaccinated and boosted with a CDC approved Covid-19 vaccine.

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 10%	Stooping 20%	Kneeling
Crawling 10%	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu