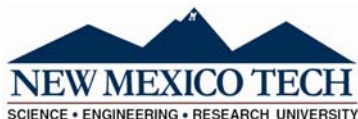


Posted: July 22, 2019



REVISED 7/22/19
POSITION ANNOUNCEMENT

TITLE: SPECIALIST/ EARLY EDUCATION

DEPT: CHILDREN'S CENTER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$28,000- \$34,000 (dependent on degree)

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater. (*\$11.00 – \$13.00 with minimum of 2 years' experience & Early Education certification*)

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 and Creative Curriculum. 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. Prepares information for monthly newsletter. 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 and substitutes. Acts as a mentor for student teachers and field experience students. Provides guidance and training as needed to program volunteers. Daily custodial duties. Prepares snacks and lunches for children. Other duties as needed.

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 plus two (2) years' of relevant experience. OR Bachelor's degree in Early Childhood Development or Early childhood Education. Child Development in working with Children required. 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. Employment history must be verifiable. Must maintain training per year as required for state licensing and national accreditation. Must be able to provide certification by a physician or recognized health facility stating the person is free from tuberculosis in a transmissible form within 2 weeks of hire.