

## TEACHER ASSISTANT, FAMILY LEARNING CENTER

DATE POSITION AVAILABLE: August 2009

APPLICATION DEADLINE: Position Will Remain Open Until Filled

APPLICATION PROCEDURE: Send letter of interest, resume and application to:  
Director, Human Resources, Tyler Junior College

JOB DESCRIPTION: This is a, full-time, twelve-month position that is responsible to the dean, applied studies and the director, Family Learning Center assisting the early childhood teacher with classroom instruction of preschool children at the Center. Responsibilities include:

1. Assisting in the planning and implementation of the daily programs of the Center.
2. Assisting in the planning and preparation of the learning environment of the Center.
3. Supervising the classroom when the teacher is out of the room; maintaining a quality educational program for children at the Center.
4. Helping with the general housekeeping tasks of the classroom.
5. Supervising children's play outdoors; maintaining involvement in and observation of play activities.
6. Maintaining a professional attitude and loyalty to the programs of the Center at all times.
7. Assisting with the maintaining the arrangement, appearance, décor and learning environment in accordance with appropriate standards.
8. Interacting with College staff and students, parents and children in a professional manner promoting and encouraging good behavioral health to include treating all children with dignity and respect.
9. Maintaining current knowledge and skills in early childhood education through activities including workshops and/or courses and membership in professional organizations.
10. Performing other duties as assigned by the dean or director.

REQUIREMENTS/QUALIFICATIONS:

1. Certificate of completion or 24 college credit hours in child development or early childhood education required.
2. One year of work experience as an assistant or lead teacher of young children at a licensed childcare center required.
3. Certification in first aid and CPR for children **required**.
4. Ability to perform activities including but not limited to sitting, standing, walking, lifting and carrying as required by a childcare facility.
5. Must meet the requirements of the Texas Department of Protective and Regulatory Service for childcare.

SALARY: \$15,080 annually

\* This is a security sensitive position and a background check will be completed prior to hiring.

OTHER BENEFITS: Exceptional employee benefit plan. Participation in Optional Retirement Program or Teacher Retirement System of Texas.

DATE OF NOTICE: April 16, 2009