

EARLY CHILDHOOD TEACHER, 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, exempt, twelve-month professional staff positions that are responsible to the dean, applied studies and the director, Family Learning Center for classroom instruction of preschool children at the Center. Responsibilities include:

1. Preparing and implementing an early childhood education curriculum.
2. Maintaining developmental records, portfolios, etc. on children to ensure meeting their needs.
3. Planning and preparing a classroom environment that promote the cultural variety found in our society.
4. Maintaining the arrangement, appearance, décor and learning environment in accordance with appropriate standards.
5. Maintaining positive relationships with College staff and students, parents and children at the Center.
6. Interacting with College staff and students, parents and children at the Center in a professional, loving manner promoting and encouraging good behavioral health.
7. Maintaining current knowledge and skills in early childhood education through activities including workshops and/or courses and membership in professional organizations.
8. Performing other duties as assigned by the dean or director.

REQUIREMENTS/QUALIFICATIONS:

1. Associate degree in child development or early childhood education required. Bachelor's preferred.
2. Three years full-time teaching experience as a teacher of young children.
3. Work experience at a licensed childcare center.
4. Certification in first aid and CPR for children **required**.
5. Ability to perform activities including but not limited to sitting, standing, walking, lifting and carrying as required by a childcare facility.
6. Must meet the requirements of the Texas Department of Protective and Regulatory Service for childcare.

SALARY: \$16,000 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 Teacher Retirement System of Texas.

DATE OF NOTICE: April 16, 2009