

December 14, 2011

CHILDREN'S TEACHER/LAB INSTRUCTOR (ALL AGES)

The Children's Teacher/Lab Instructor (All Ages) is the first responder for substitution in the absence of any teachers both at the Helen L. Greathouse Children's Center and the Children's Center at Manor Park.

RESPONSIBILITIES

- Substitute for all classroom teachers when there is an absence at either centers
- Know and implement the Texas Department of Family and Protective Services (TDFPS) Minimum Standards for Licensed Child Care Centers, West Texas Opportunities, Inc. /CCMS criteria, and Midland College policies
- Be flexible, willing to accept change, and have a good job attitude
- Be dependable in attendance and adhere to all time policies
- Be cooperative with parents, children and staff
- Keep up with the current trends in the field of Early Childhood Development
- Implement developmentally appropriate classroom management, and curriculum planning
- Use appropriate guidance techniques and positive communication with children, parents and staff on a daily basis
- Monitor children's assigned records, forms, etc., and keep parents informed
- Implement TDFPS health and safety standards
- Record children's progress through observation and assessment
- Assist with parent conferences in the Fall and Spring of each year if needed

QUALIFICATIONS

REQUIRED:

- Knowledge of health and safety standards
- Proficient in classroom management and curriculum development
- Basic knowledge of computers and software
- Knowledge of Texas DFPS Minimum Standards
- Must complete 20 to 30 clock hours of child care training annually in addition to CPR and First Aid Training
- Must be able to lift up to 40 lbs, stand, reach, stoop, squat down, participate with children in playground, and sit and rise from low chairs or floor.

PREFERRED:

- Associates degree in Early Childhood/Child Care and Development or College Basic Skills Certificate in Early Childhood/Child Care and Development, or current CDA with 12 college credit hours in Early Childhood Education/Child Development
- Two to three years working with children 4 months through 5 years of age in a licensed child care facility or early childhood program

SALARY

\$1,782.00 per month. Excellent fringe benefits. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION PROCESS

Interested candidates should send a resume, completed Midland College application, and official transcripts sent directly from the institution(s) attended to Midland College Human Resources (if applicable). Applications should be sent to:

Zaira Valeriano, Director of Human Resources/Payroll, Midland College, 3600 N. Garfield, Midland, Texas 79705, (432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.