HELEN L. GREATHOUSE CHILDREN’S CENTER
PART-TIME TEACHER’S ASSISTANT

RESPONSIBILITIES
- Know and implement the Texas Department of Family and Protective Services minimum standards for licensed child care centers, West Texas Opportunities, Inc./CCMS criteria, and Midland College policies and procedures
- Assist the teachers with daily routines
- Assist in the implementation of children’s activities
- Help with children’s physical, cognitive, social, and emotional needs
- Assist with lunch and snack set up
- Assist with diaper changes and potty training
- Assist in light cleaning of the classroom and kitchen
- Assist with playground duties
- Assist with other duties assigned by the Director/Teachers

QUALIFICATIONS
Required
- High school diploma or equivalent
- Must be 18 years of age
- Must be able to lift or move up to 35 pounds, sit on the floor, reach, bend over to pick up children, stoop, rise up from low positions and provide general care including changing diapers, feeding, etc.
- Satisfactory completion of a FBI fingerprint-based background check within 30 days of hire
- Complete 24 hour pre-service training and 30 clock hours of child care training annually
- Familiarity with child development/early childhood education

Preferred
- Child Development Certificate, CDA, or completion of some early childhood education courses
- Experience in early childhood setting or a child care center
- Current CPR and First Aid Certification
- Knowledge of the Texas Department of Family and Protective Services Child Care Licensing Standards

SALARY
$10.25 to 10.75 per hour. Up to 19 hours per week. Review of applications will begin January 6, 2016. Position will remain open until filled.

APPLICATION
Interested candidates should send a resume and completed Midland College application to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
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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.