

**Edison State Community College** invites qualified candidates to apply for the part-time position of Assistant Teacher for the Child Development Center (PT). This is a 30 hour/week position, (1290 hours per year) working 10 months out of the year (August through May). The responsibilities of the part-time assistant teacher include implementing and modeling learning experiences that foster social, emotional, cognitive, physical and creative growth for the children in the Child Development Center while implementing a curriculum that is based upon the Ohio Early Learning and Development Standards. The learning experiences must be suitable for the ages and developmental stages of the children who are enrolled during the hours the part-time assistant teacher is in charge. The part-time assistant teacher is also responsible for maintaining the Center so it remains in compliance with the Ohio Department of Job and Family Services licensing requirements, the NAEYC Accreditation Standards, and Ohio's Step-Up to Quality Standards. He/she will also supervise student workers.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer.**

#### **Examples of Duties**

##### **Functional Responsibilities:**

- Enroll qualified children in appropriate age categories
- Communicate with parents
- Follow Ohio Department of Job and Family Services licensing requirements.
- Assure compliance with NAEYC Accreditation Standards and Ohio Step-Up to Quality Standards
- Keep appropriate adult/child ratios
- Keep appropriate child per square footage ratios
- Address all safety and health concerns in timely and professional manner
- Assure that the release of each child is to the appropriate adult
- Plan and implement a curriculum of learning experiences that foster social, emotional, cognitive, physical, and creative growth in children
  - Plan for the developmental needs of ages, stages, and cultural backgrounds for the group and individual children
  - Use the Ohio Academic Content Standards as a basis for planning learning experiences where appropriate
- Recommend for purchase, indoor and outdoor materials
  - Analyze children's needs
  - Forward needs to Child Development Center Director
- Other duties as assigned

#### **Qualifications**

##### **Required Knowledge, Skills, and Personal Qualifications:**

- Knowledge of Ohio Early Learning and Development Standards, NAEYC Accreditation Standards, and Ohio Step-Up to Quality Standards

- Personal characteristics:
  - Highly energetic
  - Enthusiastic
  - Alert
  - Able to smile while serving the needs of others
  - Able to meet the physical demands of working with young children
  - Able to perform as a team member and team leader
  - Complies with ethical standards and confidentiality expectations

**Required Experience:**

Minimum 6 months of experience directly working with children in a childcare environment.

**Required Educational Background:**

Minimum – Associate Degree in Early Childhood Education or CDA credential (May consider applicants who are in the process of obtaining an Associate Degree in Early Childhood Education or CDA credential with completion expected within 1 year.)

**Other:**

Ohio Department of Job and Family Services licensing requirements:

- Minimum of 18 years of age
- Completed BCII and FBI background checks (fingerprinting)
- Signed Non-conviction Statement (JFS 01328)
- Signed Employee Medical Statement (JFS 01296)
- Employee Policy Statement (JFS 01246)
- Completes 30 or more hours of Step-Up to Quality approved training/education (every two years)
- Completes In-service Training (JFS 01307)
  - Child Abuse Recognition and Prevention
  - Communicable Disease Recognition and Prevention
  - First Aid
  - CPR

**Supplemental Information**

**Supervises Following Staff:**

None

**Schedule:**

The Child Development Center operates Monday-Thursday, 7:00 a.m. to 6:00 p.m. and Friday 7:00 a.m. to 4:00 p.m. This position will function within these hours based on the needs of the department.

\* Please note: This position is a 30 hour/per week position, working 10 months (43 weeks) out of the year (August through May) for a total of 1290 hours per year. Therefore, this position is ineligible for insurance benefits.\*

