



North Central State
COLLEGE

Position Announcement

Posted: August 30, 2017

PART-TIME PRESCHOOL TEACHER ASSISTANT

7:45 AM – 2:00 PM, Monday – Friday (up to 29 hrs./wk.)

CHILD DEVELOPMENT CENTER

North Central State College is accepting resumes for a part-time, preschool Teacher Assistant in the Child Development Center. The Teacher Assistant works with classroom staff in planning, organizing, and implementing a developmentally appropriate program for the Child Development Center. This position contributes to the safety and well-being of children at all times, assumes temporary responsibility of classroom in the absence of the Teacher, assists in writing anecdotal notes and completion of child assessment, and serves as a role model for NC State and OSU-M Early Childhood Education students.

Essential duties/responsibilities include but are not limited to:

Assist Teacher with Caring for Children

- Assist with the planning, preparing, and conducting activities designed to support the Center's mission of providing children, between the ages of six weeks and 6 years, with a learning environment featuring experiences meant to enhance their social, intellectual, physical, language and emotional development
 - Review reference materials and suggest activities suitable to the Center's population, physical surroundings, staffing and budget
 - Prepare or adapt materials, ensuring adequate supply for activities
 - Arrange indoor and outdoor space to facilitate play, motor-skill activities and safety
 - Demonstrate, lead and encourage children's participation in activities and experiences
 - Provide feedback on the suitability of activities for continued or further use
- Create a suitable environment for children
 - Arrange classroom materials and equipment in a manner that is safe, accessible, attractive, and appealing to children
 - Review classroom environment for possible safety hazards, reporting them as needed
 - Demonstrate and implement appropriate sanitation and personal hygiene procedures
 - Perform light housekeeping duties (e.g., wiping tables, sanitizing toys, etc.)
- Tend to basic needs including diapering and feeding children
 - Demonstrate and lead children in proper personal hygiene (e.g., washing hands, brushing teeth)
 - Assist children with clothing changes
- Observe and monitor children's free-play activities ensuring their safety and suitable social interaction
 - Initiate appropriate behavior management techniques through guidance and support
- Keep a record of the activities of individual children including observations regarding social, emotional, physical, language and intellectual development
 - Identify signs of growth and development through observations, screenings and on-going assessment
 - Identify and report child abuse and neglect in compliance with state and local laws
 - Complete reports of unusual incidents
- Assist with decorating and supplying information for the Center's bulletin boards, walls, etc.
- Attend department meetings and work cooperatively with other Center staff to reach common goals
- Perform other related duties as assigned

Behavior-modeling

- Demonstrate to college students and volunteers the appropriate techniques, methods and practices for active supervision of children
- Provide assistance and support for students, other employees and volunteers
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

Education: Associate's Degree in Early Childhood Education or willingness to complete, or; Child Development Associate Credential (CDA) or willingness to complete; or equivalent education and experience required. Bachelor's Degree in Early Childhood Education or related field preferred.

Experience: Must meet Ohio Child Care Licensing requirements. Certification in first aid, CPR, recognition/prevention of communicable disease, and recognition/prevention of child abuse or the ability to obtain preferred.

Please express your interest in this position by submitting a letter of application and resume to:

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: www.ncstatecollege.edu. Click on *Info For* then *Job Seekers*

Resumes will be reviewed beginning 9/13/17 and until filled.

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.