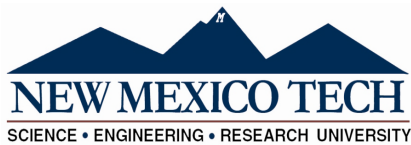


**Posted:** May 27, 2025



## POSITION ANNOUNCEMENT

**TITLE:** EARLY EDUCATION TEACHER

**DEPT:** CHILDREN'S CENTER

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$37,000-\$50,629

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** Concurrent\*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

To ensure a safe and healthy environment conducive to learning for children of New Mexico Tech students, employees and community families.

### JOB FUNCTIONS:

Develop, plan and Implement a quality comprehensive early education and after-school care program. Planning and implementing the program to enrich the lives of children according to their group and individual levels of development utilizing the NAYEC Standards for Quality Care and Creative Curriculum. Daily preparation of program materials, requisition of supplies as needed. Recording of each child's individual progress. Evaluation of children. Working with children who have special needs. Ensures a safe and healthy environment. Carrying out procedures for emergencies and fire drills. Carrying out housekeeping standards. Monitors facility for possible hazards to children. Completes assigned tasks for The Child and Adult Care Food Program. Assists in the development and implementation of the Family Involvement component. Carries out all policies of the Family Handbook. Communicates with parents in a positive manner. Actively participates in Home Visits and Child Progress Conferences. Works with the on-going program of family Involvement. Actively participates in Professional Development. Active participation in team planning. Active participation in staff meetings and in-service training. Professional development through reading, projects and workshops to meet the required documented training during each year of employment as required by state licensing and national accreditation. Supervision of Other Adults. Provides guidance and training as needed to student workers and substitutes. Acts as a mentor for student teachers and field experience students. Provides guidance and training as needed to program volunteers.

### REQUIRED QUALIFICATIONS:

Formal diploma/certificate/degree program of 6-18 months after high school- Early Childhood education. Aptitude for working with children in a child development setting. Able to communicate with children in an age appropriate manner. CPR and First Aid Certificates within 6 months of hire. Adherence to the NAEYC Code of Professional Ethics. First Aid and CPR Certificates. Background/Fingerprint Clearance. 45 Hour Child Development course within 6 months of hire for those without Early Childhood College level courses.

**DESIRED QUALIFICATIONS:**

Associate's degree or completion of program 18+ months after high school- CDA in Early Childhood. Adherence to the NAEYC Developmentally Appropriate Practices. CDA or AA in Early Childhood Education.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 15%	Sitting 20%	Walking 20%	Pulling
Pushing	Lifting 20%	Stooping 15%	Kneeling
Crawling 10%	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)