



Assistant Early Childhood Classroom Teacher
Job Description
Linda and Ben Nighthorse Campbell Child and Family Center

Linda and Ben Nighthorse Campbell Child and Family Center (CCFC) is a multi-purpose facility that trains teachers, parents, and other advocates for young children. The center provides quality care and education for young children ages 1-5 (including children with disabilities). The center supports the state-approved Early Childhood Teacher Licensure Program (birth-Grade 3) that is located within the Fort Lewis College Teacher Education Department.

The CCFC is a facility for observation, teaching assignments, and research by college students and faculty, especially Teacher Education and Psychology. Finally, the CCFC collaborates with area agencies (Board of Cooperative Education Services, Colorado Preschool Program, Child Care Assistance Program) and provides training through Early Childhood Professional Training Project and other community organizations. It is dedicated to providing a model of quality early childhood education and hands-on professional development opportunities.

Required Qualifications

- Meets Colorado Department of Human Services Early Childhood Assistant Teacher qualifications as outlined in the Colorado Rules Regulating Childcare Centers 7.702.54 Interpretive Memorandum.
- Professional Development Plan to achieve an Associate's degree in Early Childhood Education.
- Experience with preschool and/or toddler age children.

Preferred Qualifications

- Associate's degree in Early Childhood Education
- One year of professional experience with toddler-age or preschool children

Responsibilities

- Assist the Early Childhood Teacher in the general supervision and management of a classroom of toddler or preschool age children.
- Supervise and insure the safety and well-being of the children at all times--being alert for the needs and concerns of the children as individuals and as a group.
- Assist with the planning and implementing of the daily program under the direction the Early Childhood Teacher.
- Follow a consistent schedule including; small and large group experiences, choice time, music and movement, large and small motor activities skill developments, meals, and effective transition between activities.
- Cooperate in a supportive role in preparing the learning environment, setting up interest centers, preparing needed materials and supplies, and carrying out developmentally appropriate activities designed to meet the physical, emotional, and developmental needs of the children in the classroom.
- Participate with children in group and individual activities.
- Form a caring, nurturing, and responsive relationship with a primary group of children and their families.
- Treat all children, parents, and staff with dignity and respect.
- Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- Maintain a professional attitude and loyalty to the program in accordance to the educational philosophy of the Center.
- Complete administrative recordkeeping as required by the Center including but not limited to; time sheets, incident reports, parent drop-off and pick-ups, student attendance, fire drills, medication and other regulated activities.
- Demonstrate initiative—assist and complete general housekeeping tasks.
- Attend all staff meetings and recommended training programs and conferences.
- Complete all necessary training including 15 hours of continuing education, CPR, First Aid, and Universal Precautions.

- Other duties as requested by Classroom Teacher and/or Director.

Compensation

- Salary will commensurate with education and experience
- Full-time, 12 months with full benefits and paid sick and annual leave

Application Process

Electronically submit the following:

1. A letter of interest that addresses the required qualifications and responsibilities
2. Resume
3. Contact information of three current professional references

Email application materials to:

SUBJECT LINE: AEC Teacher

wantaka_s@fortlewis.edu

The position will remain open until filled.

*The successful candidate will be required to submit official transcripts
and pass a background check.*

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. People from under-represented groups are encouraged to apply.

About Fort Lewis College and Durango

Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 3,800 from 50 states and 17 countries, 30% Native American, and 10% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.