



**North Central State**  
COLLEGE

# Position Announcement

Posted: July 18, 2005

## Teacher Assistant Sub Child Development Center

**North Central State College** is accepting resumes for a **Teacher Assistant Substitute** 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 Early Childhood Specialists, 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 the following:*

### 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 duties as assigned

### Behavior-modeling

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

### **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. Must have a CPL 3 in the Ohio Professional Registry.

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

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

[www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed 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.*