

**INDIAN HILLS COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

March 16, 2010

I. Policy Title: Early Childhood Teacher - Child Development

II. Code Number: CL359503.CHI

III. Minimum Job Requirements:

- Associate degree or equivalent required. AAS in Early Childhood Education/Child Development preferred.
- At least one year experience in a child care setting or school.
- Must relate well with adults and children and display a high degree of competency in Child Care.
- Must have good organizational skills, be knowledgeable of Day Care Licensing requirements and capable of creating a positive nurturing child care environment.
- Must be able to provide direction to students and child care assistants.

IV. Job Summary:

Under the direct supervision of the On-Site Supervisor, Child Development will plan and provide appropriate play and learning activities for young children which encourage creativity and self expression, promote health, physical growth, and motor development and stimulate interest in mathematics, sciences and the arts. Will guide and interact with Child Development Practicum students under supervision/coordination of the specialist and Child Development Program Education staff.

V. Work Performed:

- A. Assume responsibility for the operation of Ottumwa Regional Child Care Center in the On-Site Supervisor's absence.
- B. Implement a developmentally appropriate program for the assigned classroom.
- C. As part of a team, plan and execute appropriate activities for the children each day in art, music, language and motor development.
- D. As part of a team, plan and execute appropriate activities for the children each week in science, math, and multicultural experiences.
- E. Observe and evaluate each child's progress, and provide a written report to the On-Site Supervisor and schedule a conference with parents as necessary to share this information.
- F. Work cooperatively with staff members and parents.

- G. Address parental or staff concerns through conferences when necessary.
- H. Attend monthly staff meetings.
- I. Attend appropriate in-service offerings as required by DHS license.
- J. Directly responsible for supervision of children.
- K. Directly responsible for supervision of child care assistants.
- L. Directly responsible for supervision of students.
- M. Guide and evaluate Child Development students placed in the assigned classroom.
- N. Display a positive professional demeanor in all interactions.
- O. Assist in maintaining an inventory of Day Care equipment and recommend materials and supplies.
- P. Open and close the childcare facility as assigned.
- Q. Perform routine custodial tasks.
- R. Participate on assigned College Committees, faculty meetings and workshops deemed appropriate.
- S. Function within the framework of the philosophy and objectives of IHCC and the Health Occupations Division.
- T. Maintain a high profile in community activities and promote a positive image of the College.
- U. Maintain regular and consistent attendance at work.
- V. Perform other duties as assigned.

- VI. **Responsible To:** On-Site Supervisor, Child Development
- VII. **Position Level:** Auxillary Support, Level III, Non-Exempt - Traditional Funding, at will employment on a letter of employment.
- VIII. **Start Date:** Immediate
- IX. **Position:** Replacement – Lael Huddleston
- X. **Yearly Employment Length:** 4 term, full-time
- XI. **Schedule:** 9 hours/day Monday – Thursday
- XII. **Funding Year:** August 26

- XIII. Funding:** DAYC 30-2-8931-23-55000 100%
- XIV. Salary:** \$17,406 - \$18,666 (\$10.13 - \$10.88/hr)
- XV. Closing Date:** Until Filled
- XVI. Application:** Send letter of Application and Resume
Human Resources
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501
Email: hr@indianhills.edu