



Posting Date: August 5, 2019

Northwest-Shoals Community College

Preschool Teacher (Part-Time)

Position Announcement

STARTING DATE: Ongoing

- QUALIFICATIONS:**
- At least 9 credit hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution, **required**.
 - Child Development Certificate, Associates in Applied Science in Child Development, or B.S. in Early Childhood Education or Child Development, preferred.
 - Work experience in a NAEYC accredited site, preferred.

**ESSENTIAL
FUNCTIONS:**

- Plan and prepare curriculum of the children's daily activity program.
- Supervise all activities to insure health and safety of each child at all times.
- Maintain all equipment and materials in the Child Development Center. File reports on all broken or lost equipment.
- Make provision for meals and snacks served at the Child Development Center.
- Secure and maintain enrollment of children in the Child Development Center.
- Maintain enrollment, attendance, food service and all other reports and records as required in the Child Development Center.
- Communicate with parents on program policies, children's activities, and children's progress.
- Assume responsibility for operation of the center in the absence of teacher.
- Follow program daily schedule as posted unless previously arranged with Director.
- Attend and/or conduct staff meetings and in-service training.
- Work with the Director in setting and implementing policies, goals and the philosophy of the NW-SCC Child Development Center.
- Perform additional duties as assigned by the Director.
- Aid in the supervision of work-study and CHD lab students.
- Direct and assist other teachers and student teachers in carrying out planned activities and other duties.
- Maintain the cleanliness and maintenance of the center, including floors, garbage, and restrooms.

SALARY: Up to 19 hours per week (NO BENEFITS).
Hourly rates range from \$7.25 to \$10.00 based on education.

**APPLICATION
PROCEDURES:**

- A complete application packet consists of the following:**
- *a completed Northwest-Shoals Community College application form,*
 - *a current resume, and*
 - *postsecondary transcripts (unofficial or official), if applicable.*

"EMAILED OR FAXED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Submit application packet to:

Northwest-Shoals Community College

Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229

CLOSING DATE: Applications will be accepted until all positions are filled.

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.