

**POSITION NOTICE  
BIG SPRING SITE**

**POSITION:** TEACHING ASSISTANT # 222

**NOTE:** OFFICIAL TRANSCRIPTS AS WELL AS ANY OTHER DOCUMENTS DISCLOSING CREDENTIALS PERTAINING TO THIS POSITION WILL BE REQUIRED. WILL BE SUBJECT TO A CRIMINAL BACKGROUND, FBI FINGERPRINT CHECK AND CPS BACKGROUND CHECK.

**EXPERIENCE AND OTHER QUALIFICATIONS REQUIRED:** Some college or technical training required. Must have a minimum of 9 semester hours in Child Development. Additional education recognized. Minimum of one (1) year of experience in a licensed childcare facility as a preschool caregiver, teacher or teacher aide preferred. Must meet all Texas Department of Family and Protective Services staff qualifications and have effective communication skills. Must have and maintain a valid Texas driver's license. Must pass a pre-employment physical exam. Must participate in and complete required professional training, including CPR, First Aid and Child and Adult Food Program.

**DESCRIPTION OF JOB DUTIES:** Assist teacher in Early Childhood Program activities. Assist with children's physical needs, self-care, lesson plan instruction, assessments, outside activities and field trips. Maintain confidentiality, punctuality, and compliance with all policies and procedures. For a complete list of job duties please see job description, available from Human Resources.

**SALARY RANGE:** \$23,953 - \$26,654

**POSITION AVAILABLE:** January 15, 2021

**TO APPLY:** Complete an online application at: <https://howardcollege.edu/careers/>

**POSTED:** January 14, 2021

It is the intent of the Howard County Junior College District to provide equal employment opportunity for all persons regardless of race, color, national origin, sex, disability, age, religion, genetic information, veteran's status or any other characteristic protected under applicable federal or state law in its employment policies, procedures and processes as well as application and admission processes, educational programs and activities and college facilities.