ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
Date Posted: 3/2/2020

POSITION: Child Development Center Substitute Assistant Teachers (Part-Time)
(Educational Assistant, Pooled Position, scheduled as needed, up to 17 hours per week)

MINIMUM QUALIFICATIONS: Associate’s degree in Early Childhood Education or an appropriately related field, along with at least two (2) years of related experience working with preschool children and child development. Ability to interact effectively with parents, children, student teachers, and staff. Excellent oral and written communication skills. Strong information literacy skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They should also provide appropriate references. Exceptions to the degree requirement may be made for compelling reasons.

RESPONSIBILITIES: Under the guidance of the Director of Child Development Center, the incumbent will serve as a substitute teacher when needed. This position is accountable for contributing to the development, protection and care of children enrolled at Tunxis’ Child Development Center through effective performance in these essential functional areas: 1) teaching, protecting, and caring for children, 2) parent communication, and 3) center operations. The incumbents are expected to represent the College positively in dealing with parents, children, and others.

MINIMUM SALARY: $26.31 per hour

TO APPLY: Submit a cover letter, current resume, CSCU employment application (available here: http://www.ct.edu/files/pdfs/Employment-Application.pdf), and contact information for three (3) professional references to:

Tunxis Community College
c/o Human Resource Department
271 Scott Swamp Road
Farmington, CT 06032

Or email application packet to: TX-HR@tunxis.edu

APPLICATION DEADLINE: Continuous Recruitment

For more information about Tunxis Community College, please visit our website: www.tunxis.edu

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