

Teacher, Child Care  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=232762>

Downloaded On: May. 8, 2024 7:49am

Posted Mar. 12, 2024, set to expire Nov. 29, 2024

**Job Title** Teacher, Child Care  
**Department** Infant/Toddler Loop  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Mar. 12, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Lecturer/Instructor  
Professional Staff

**Academic Field(s)** Education

**Apply Online Here** <https://apptrkr.com/5094113>

**Apply By Email**

**Job Description**

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**Teacher, Child Care**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Teacher, Child Care

**Job Description Summary:**

To provide lab and/or classroom support services and instruction to children, students, and faculty. This position is with the Infant/Toddler Loop.

**Job Description:**

**Description of Duties and Tasks**

- 1) Supervises, trains, coaches, directs, coordinates, and disciplines personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions supervised.
- 2) Supervises and guide children's interactions, experiences, and activities, meeting their needs in all development and learning domains.
- 3) Models, oversees, and guides beginning, intermediate, and advanced child development students

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doing "lab"/"fieldwork" to gain practical experience teaching young children.

4) Tracks school attendance.

5) Writes and distributes information packets.

6) Provides oral and written feedback to students including mid-term and final evaluations for student practices.

7) Approves and oversees adult student projects conducted in the classroom; serves as coach and mentors for adult students applying knowledge and building skills.

8) Leads classroom teaching team including assistant teacher, part-time staff, and volunteers.

9) Plans and implements the curriculum by creating strategies and activities to target learning; determines long and short range age-appropriate teaching goals for individual students and groups; oversees and leads learning projects and activities; designs and leads off-site field trips.

10) Monitors and guides children's daily classroom activities and interactions. Provides for children's needs and teaches self-help skills such as toileting, hand washing, dressing, and feeding.

11) Schedules and conducts annual in-home visits; tracks children's development using assessment tool. Collects, formats, and interprets information relating to children's developmental progress; shares and uses information to plan with parents during bi-annual conferences.

12) Oversees and guides lab students doing classroom fieldwork: writes and updates information packets; tracks and reschedules lab students; provides oral and written feedback; approves classroom activities and projects. Oversees classroom fieldwork times and semester long classroom practicum experiences for advanced lab students.

13) Conducts indoor and outdoor safety checks, removing any hazardous objects or materials; sanitizes all surfaces, toys, and equipment.

14) Communicates with parents to share and exchange information relating to the child. Writes and posts weekly lesson plans; fills out attendance forms, daily activity charts, and individual education plans. Posts notes and reminders; writes and distributes classroom newsletters, calendars, and information packets.

15) Takes on the responsibilities of the director when delegated in charge of the center in his/her absence.

### **Knowledge**

- \* Principals and practices of child development and early childhood education.
- \* Student assessment techniques and critique strategies.
- \* Safety practices and procedures as they related to a child care facility.
- \* Interpersonal skills using tact and diplomacy.
- \* First aid and CPR.
- \* Principles and practices of early child care program activities.

### **Skills**

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- \* Effectively using interpersonal and communications skills.
- \* Effectively using organizational and planning skills.
- \* Maintaining an established work schedule, including evening hours.
- \* Assessing lab student's performance in the classroom.
- \* Designing, scheduling, and implementing learning activities and programs.
- \* Maintaining confidentiality of work-related information and materials.
- \* Establishing and maintaining effective working relationships.
- \* Providing early childhood educational programs.

**Technology Skills**

- \* Use a variety of spreadsheet, word processing, database, and presentation software.

**Required Work Experience**

- \* Two years work experience as a teacher including one year supervising teaching staff in an NAEYC accredited center.

**Required Education**

- \* Bachelor's degree.

**Special Requirements**

- \* Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

**Physical Requirements**

- \* Work is performed in a standard office or similar environment.
- \* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- \* Occasional lifting of objects up to 10 pounds.

**Salary**

\$45,760

**Number of Openings:**1

**Job Posting Close Date:**

March 25, 2024

**Clery Act**

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As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Teacher--Child-Care\\_R-5791](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Eastview-Campus/Teacher--Child-Care_R-5791)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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