



## Want to work for a University Worth Discovering?

### WESTERN NEW MEXICO UNIVERSITY'S EARLY CHILDHOOD PROGRAMS IS ACCEPTING APPLICATIONS FOR TEACHERS (Job Code 334/Exempt)

**DUTIES AND RESPONSIBILITIES:** Under general supervision of the Lab Site-Program Administrator for Early Childhood Programs, implements instructional and developmentally appropriate programs for young children within the Infant/Toddler and Preschool programs in compliance with established state and national accreditation standards. Develops, implements and evaluates child centered and age appropriate curriculum to ensure adherence to national accreditation requirements; prepares weekly lesson plans in accordance to established curriculum goals and objectives; provides daily age appropriate educational activities for students from lesson plan; provides small group interactive sessions to ensure understanding of concepts, lesson and/or activities. Plans/implements special events/classroom activities in support of emergent curriculum lesson plan units; supervises classroom activities of students for understanding of specific lesson objectives/educational exercise; administers assessments to students to measure achievement of instructional objectives; assigns classroom activities to assistants to facilitate overall classroom management and delivery of instruction. Works closely with other teaching staff to coordinate/plan interclass projects/activities; supervises all playground student activities/behavior to ensure appropriate safety and interaction skills; plans and implements outdoor curricular activities with the children extending the learning environment from indoors to outdoors; accompanies and instructs students regarding appropriate sanitary/hygienic skills; participates in a variety of program planning/assessment meetings to discuss issues, concerns. Works closely with parents to discuss student progress, concerns, needs; administers basic and emergency first aid to students; implements age appropriate guidance for management of classroom environment; completes a variety of reports and assessments of student educational and developmental progress; reviews inventory levels of supplies, toys and materials; participates in regular parent conferences/pre-semester orientations. Adhere to the NAEYC Code of Ethical Conduct and Statement of Commitment. Coordinates the activities of the early childhood education practicum and internship students to deepen their understanding of early care and education best practices through hands-on learning in the classroom setting. Meets with early childhood education faculty and co-teaching staff to evaluate internship and practicum students; and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED equivalent, Associates degree in Early Childhood, or completion of 64 credit hours towards a Bachelor's degree in Early Childhood Education or related field and experience with young children. An FBI criminal background check must be completed and on file before employment begins.

**PREFERRED QUALIFICATIONS:** Bachelor's or Master's Degree in Early Childhood Education or closely related field, CPR certified, proficiency in Spanish, and experience with diverse groups.

**SALARY:** \$11,700 – \$29,868 (Salary commensurate with education and length of contract: 9, 10, 11 or 12 months)

**TO APPLY:** Submit a WNMU application, a letter of intent, resume, a copy of High School Diploma or GED equivalent or a copy of unofficial transcripts, and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. *(The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is through the downstairs doors only due to the current construction upstairs and the building is directly behind the School of Nursing building).*

The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Review of application materials will begin on Monday, July 11, 2011 and continue until all available positions have been filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**