

Part Time Assistant Teacher Toddler and Preschool (Grant Funded)

Position Details

Position Information

Position Title	Part Time Assistant Teacher Toddler and Preschool (Grant Funded)
Position Category	Part Time Staff
Position Status	10 Month
FLSA	Non-Exempt
Advertised Salary	Rate of Pay Commensurate based on experience.
Department	Childcare Center
Working Hours	28 hours per week Days and hours may vary
General Description	NCCC's Child Development Center is seeking a part time grant-funded Assistant Teacher. NCCC Child Development Center serves children ages 18 months – 4 years old. The work hours of this position will be Monday – Friday for a maximum of 28 hours per week. This is a 10 month position from late August through mid-May (approximately 30 weeks). Reliable transportation to and from work is an expectation.
Typical Work Activities	<ul style="list-style-type: none"> • Inventory of classroom supplies and materials • Setting up interest centers • Preparing needed materials and supplies • Assisting children in activities • Record keeping • General housekeeping • Serving meals • Planning and preparing parent involvement activities • Center recruitment
Essential Functions	Ability to relate to a diverse population of children, students and parents
Required Qualifications	High School diploma or equivalent; minimum of 18 years of age.
Desirable Qualifications	Associates Degree in Early Childhood Education, Human Services or related field; CDA Credential; BOCES Early Childhood Education graduate; successful completion of courses in Early Childhood Education from an accredited institution of higher education; two years of consistent paid experience as an assistant teacher in an infant/toddler or preschool classroom within the last four years.
License(s)/Certifications	
About NCCC	Established in 1962, NCCC offers a comprehensive and vibrant learning environment with an enrollment of approximately 5,214 students (Fall 2018 semester). The student to faculty ratio is 17:1, providing a high degree of personalized attention for students.

The NCCC campus, located in Sanborn, NY, offers easy access to both Buffalo, NY and Niagara Falls State Park, and is minutes from the Canadian border. The campus is centrally located between the county's three main cities of Lockport, Niagara Falls, and North Tonawanda. NCCC serves the community in two locations within Niagara County, at the Sanborn campus, and at the Niagara Falls Culinary Institute, located in the heart of downtown Niagara Falls.

NCCC continues to actively expand with the recent opening of its Learning Commons Center, a \$25 million dollar project on the Sanborn campus. In just a short period of time, it has become the nucleus of the campus; a place for faculty to collaborate and help students develop critical thinking skills while incorporating state-of-the-art technology and innovative student support services.

Our college nurtures and empowers its students in ways that recognize and value our common humanity as well as the richness of our diversity. NCCC offers high-quality academic programs leading to degrees and certificates which are supported by outstanding student services. NCCC provides a variety of cultural, social, and international experiences, as well as community education and workforce development that supports economic development that positively impacts the quality of life. The College operates through a collegial model of shared governance and is accountable to meet the highest standards of professionalism and integrity.

NCCC welcomes applicants who are committed in helping us fulfill our mission and to reach our vision of being a leader in providing a dynamic, high quality, educational environment responsive to current and emerging needs of our students and community. At NCCC we embrace diversity and promote inclusion throughout the institution and seek candidates who share those principles and encourage applicants from all backgrounds to apply to our positions.

Background Check Detail

Niagara County Community College is committed to maintaining a safe environment for its faculty, staff, students, volunteers and the general public that use our facilities. Therefore NCCC will conduct an employment criminal background check on all individuals for whom employment is to be tendered. Those candidates who are discovered to have past criminal convictions will be evaluated for employment per Article 23-A of the New York Correction Law.

EEO Statement

NCCC does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender. Women, minorities, veterans and individuals with disabilities are encouraged to apply.

Post To Herc

No

Herc Category

Posting Detail Information

Posting Number

S069P

Search Chair Access

Christine Duquin

Open Date

06/30/2020

Close Date

Open Until Filled

Yes

Special Instructions Summary

Niagara County Community College considers only those applications that clearly demonstrate the applicant meets all required qualifications as indicated on the posting, please review the qualifications before applying. Persons meeting the required qualifications as stated above should submit the following:

- cover letter that addresses each of the qualifications
- resume
- names and contact information for three (3) current, work related references

Incomplete packets will be rejected for lack of information.

Advertising Sources

Indeed, LinkedIn, Monster.com

Quick Link for Internal Postings

<http://niagaracc-suny.peopleadmin.com/postings/511>

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Reference Collection

References

Minimum Requests 3

Maximum Requests

Recommendation Deadline

Provider Special Instructions

Confirmation Message To Provider

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Did you graduate from high school or possess an equivalency diploma?
 - o Yes
 - o No - (disqualifying)
 2. * Are you at least 18 years of age or older?
 - o Yes
 - o No
-

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None

Search Committee

No Search Committee Members have been assigned to this Posting yet.

Evaluative Criteria
