



**ASSISTANT PRESCHOOL TEACHER/ ASSISTANT GROUP SUPERVISOR OF
CHILDREN'S CREATIVE LEARNING CENTER (2 Positions)
POSITION ANNOUNCEMENT**

Butler County Community College is currently accepting applications for the position of Assistant Preschool Teacher/ Assistant Group Supervisor of Children's Creative Learning Center. This is a regular part-time position that will begin immediately. Reporting to the Director of Children's Creative Learning Center, the Assistant Preschool Teacher/Assistant Group Supervisor of Children's Creative Learning Center instructs and cares for the children of the College's students, faculty, and staff in a pre-school learning environment under the direction of the Assistant Director of Children's Creative Learning Center. Develops, implements, and evaluates the Center's curriculum and performs other related duties as required by the Director of Children's Creative Learning Center and the Assistant Director/Preschool Teacher. Qualifications:

Education: The Assistant Preschool Teacher/Assistant Group Supervisor shall have attained one of the following qualification levels with experience in child care (in order of preference, according to guidelines of the PA Department of Education, Department of Human Services, and Keystone STARS):

- Be a graduate of an approved 2-year college or university, having specialized in child development, early childhood, or elementary education
- Be a graduate of an approved 2-year college or university and submit documentary evidence of successful completion of a minimum of 30 semester hours in the theory of child development, early childhood, and elementary education.
- Have completed a minimum of 2 years of college or university credit, totaling 60 credits, in an approved institution and submit documentary evidence of successful completion of a minimum of 30 semester hours in the theory of child development, early childhood and elementary education.

Certificates/Licenses/Registrations:

All CCLC staff involved in teaching/child care are required to attend special training sessions with documentation due to state regulations.

- Responsible for obtaining at least 24 annual clock hours of professional development training each year. Acceptable topics include:
 - a. Information pertaining to child or staff health.
 - b. Child development, early childhood, or special education.
 - c. Supervision, discipline, and guidance of children
 - d. Children's nutrition.
 - e. Early Childhood Development.
 - f. PA Early Learning Standards
- Participation in 2 professional growth and development activities per year, i.e., membership in a professional organization, such as PAEYC.
- Maintain certification in pediatric CPR and first aid.
- Required to participate annually in fire safety training conducted by a fire protection professional.
- Completion of Mandated Reporter Training, as required by law.
- Updated Title 33, Title 34, and FBI clearances.
- Updated physical and Tuberculosis/Mantoux as required by DHS regulations.
- Two personal references must be on file.

Review of applications will begin immediately. Interested candidates should complete the employment application, and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts

received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.