BELLEVUE COLLEGE
invites applications for the position of:
Early Childhood Assistant Teacher, 014112-G

**SALARY:**
$2,176.00 - $2,806.00 Monthly
$26,112.00 - $33,672.00 Annually

**OPENING DATE:** 03/03/16

**CLOSING DATE:** 03/24/16 11:59 PM

**JOB SUMMARY:**
This position is overtime eligible.

Experience and training will be considered in salary placement.

This position is a member of Washington Public Employee Association of Higher Education (WPEA-HE).

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant campus community that supports a diverse student body, faculty and staff. As an essential part of our mission and goals, pluralism is promoted in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success.

The Early Learning Center (ELC) is an onsite campus childcare and preschool program that provides high quality, family centered, developmentally appropriate care, early education, and Head Start programming for young children and their families. We strive to provide a creative, safe learning environment that nurtures, respects, and support each individual's unique qualities and potential.

Under supervision of Center Assistant Director and under the general direction of classroom Specialist 3 and Teachers, help provide and guide care and general educational activities for children in the Center. Perform classroom, playground, office, laundry, field trip and kitchen work as assigned. Duties are performed following clearly defined work procedures and priorities. In accordance with the ELC philosophy and policies, work with center staff to provide appropriate interactions and support to help meet the social, emotional, cognitive, and physical needs of children within a group setting.

**ESSENTIAL FUNCTIONS/TYPICAL DUTIES:**

**TYPICAL DUTIES:**
• Monitor and assist with nap times, activity times, group times, diapering/toileting, outdoor play, field trips, and all transitions.
• Set up meals/snacks and eat family style with children as assigned.
• Help organize and prepare materials for use by children in classrooms and outdoors.
• Assist with the preparation, presentation, and clean up of projects and activities.
• Assist with record keeping and other paper work as assigned.
• Assist with kitchen, office and laundry duties.

ESSENTIAL FUNCTIONS:

• Help to maintain a safe, positive and healthy learning environment for children. This will include supervising activities both indoors and outdoors, and assisting children with mealtimes, naptimes, diapering, toilet training, and basic first aid.
• Actively circulate throughout classroom and playground areas, while supervising and supporting the safety and learning of individual and groups of children.
• Effective interpersonal skills; good written communication skills including strong composition, grammar, and spelling.
• Initiate and help maintain respectful interactions and relationships with children, families, and co-workers.
• Initiate and assist with facilitating positive communication and problem solving with children, co-workers, students, and co-workers.
• Follow classroom guidelines, schedules, and limits as designated by specialist 3 &/or teachers.
• Model appropriate behavior, cultural sensitivity, and developmentally appropriate practices.
• Understand and follow WA State Licensing Standards, ELC policies, procedures and philosophy.
• Perform other duties as required and/or assigned.

QUALIFICATIONS/CORE COMPETENCIES:
Minimum Qualification:

• 12 college credits of Early Childhood Education or High School diploma or GED and one year experience in an early childhood setting
• Ability to relate and communicate effectively with children, families, community members and staff of diverse ages, backgrounds, and abilities.

Specific Job Requirements:

• Ability to meet minimum licensing requirements for Washington Department of Early Learning.
• Have or obtain, within 90 days of hiring, current infant/child CPR; basic first aid; and blood borne pathogen/HIV training
• Proof of current negative TB skin test
• Successful completion of a criminal background check.
• Ability to safely supervise groups of children and their activities by standing, walking, reaching, sitting (on floor, small chairs, &/or outdoors), frequent stooping, and lifting up to 40 pounds.

Desirable Qualifications:

• 45 college credits of early childhood education/child development and one year experience in an early childhood setting.
• Ability to be responsive to the needs of a diverse student population and community.
• Ability to work as a member of a teaching team and follow directions.

REQUIRED INFORMATION:
How to Apply:

Individuals interested in this position are encouraged to apply. Your application must include all required documents and a complete online application to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.

Please submit the following to be considered:

- Complete an online application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
- Complete the supplemental questionnaire
- Attach a resume
- Attach a letter of interest addressing how you meet or exceed the minimum and desired qualifications
- Attach college transcript(s)
- Attach a Diversity Statement that addresses the following: please provide specific examples of how your educational and/or professional experiences, demonstrate your commitment to diversity and equity. (max 1 page)

OUR OFFICE IS LOCATED AT:

Human Resources Department, R130, Bellevue College, 3000 Landerholm Circle SE Bellevue, WA 98007-6484. Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; closed weekends and holidays. Bellevue College is committed to increasing cultural diversity among its staff and faculty. Applicants with multicultural experience and/or backgrounds, which will add richness and diversity to Bellevue College, are encouraged to apply.

BC is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. BC reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, genetic information, or status as a disabled veteran, or Vietnam veteran. Bellevue College is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For further information, please visit www.bellevuecollege.edu/equal or contact Human Resources at 425-564-2274, Fax 425-564-3173 or email nr@bellevuecollege.edu

The college strongly encourages all qualified applicants to apply. The successful candidate must provide proof of U.S. citizenship or eligibility for employment in the United States.

Bellevue College complies with the Americans with Disabilities Act. To request disability accommodation in the application process, employees and the general public should contact Human Resources at the contact information listed above.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://bellevuecollege.edu/jobs  
jobs@bellevuecollege.edu  

Position #014112-G  
EARLY CHILDHOOD ASSISTANT  
TEACHER, 014112-G  
HB