



## VACANCY ANNOUNCEMENT

### **Preschool Teaching Assistant – Regular Part Time**

**Job Number:** 499934  
**Category:** Administrative-Clerical  
**Department:** Early Childhood Demonstration Center  
**Close Date:** 09/27/2024 (11:55pm)  
**Location:** Glassboro, NJ

#### **Summary:**

The College of Education, as the oldest college at Rowan University, has a long-held tradition of commitment to excellence in teaching, community engagement, and innovation in scholarship. The College of Education is fully accredited under the National Council for Accreditation of Teacher Education (NCATE) standards by the Council for the Accreditation of Educator Preparation (CAEP) and initial certification programs are approved by the New Jersey Department of Education. The Rowan University Early Childhood Demonstration Center (ECDC) is a small on-campus preschool and child care facility serving the university and surrounding communities. Children ages 3-6 participate in play-based, authentic learning experiences in a high quality early learning environment. The ECDC is accredited by the National Association for the Education of Young Children.

Reporting directly to the Lead Teacher and Director of the ECDC, the Teaching Assistant will provide support with operational and instructional duties to ensure a high quality early childhood program.

There are two positions available: an AM Teaching Assistant (7:30AM -12:30 PM, M-F) and a PM Teaching Assistant (12:00 PM -5:00 PM, M-F). In addition to supporting the Lead Teacher & Director, the Teaching Assistants are responsible for opening and closing the center. These hours are subject to change to meet the needs of the center. Flexibility is required.

#### **Primary Duties and Responsibilities:**

- Promote the development of children's physical, emotional, social, creative, and cognitive domains
- Assist in the design and implementation of developmentally appropriate activities for preschool age children
- Ensure the classroom and center meets health, safety, and quality requirements in accordance with ECERS, NAEYC, and Office of Licensing standards.
- While the ECDC has daily evening cleaning, additional tasks towards classroom and center upkeep may include:
  - Light classroom cleaning
  - Assist in maintaining neat and orderly classroom and common room conditions
  - Dish washing
  - Regular toy cleaning
  - Bathroom tidiness/hygiene
  - Classroom, center, and shared spaces materials organization
- Preparation and clean up of classroom meals
- Actively seeks to learn and implement new methods to support positive behaviors and utilizes positive behavior guidance
- Assist in maintaining records of child attendance, illness, accidents, performance and behaviors
- Displays a professional demeanor at all times as evidence through dress, attendance, attitude, communication, and relationships with children and adults
- Communicates in a variety of ways that demonstrate sensitivity to cultural, linguistic, gender and social differences.
- Shows an understanding of anti-bias education in practice
- Completes clerical tasks assigned by the director in an effective and timely manner.
- Complete annual professional development training requirements
- Attend professional development, staff meetings, and parent involvement activities
- Undertake other duties from time to time as the teacher or director may require
- Supervising students and supporting other support staff when such services are necessary
- Attend to the physical care of children including but not limited to

- Toileting assistance
- Injury/illness
- Hygiene needs

**Minimum Qualifications & Requirements:**

- Must be able to lift up to 40 lbs, sit on the floor, stand for long periods, and physically around with children
- Must be able to work in an environment that may be noisy and busy
- Two (2) years of related work experience
- Able to pass Criminal History Record and Child Abuse Record background checks
- High school diploma
- Knowledge of child development and developmentally appropriate practices for young children
- Excellent written and verbal communication skills
- Responsible, organized and reliable
- Some flexibility with scheduling
- Reliable transportation

**Preferred Qualifications:**

- CDA, AD or BA in Early Childhood Education, Child Development, or related field
- Knowledge of NAEYC, DAP, ECERS, and NJ Office of Licensing standards
- Knowledge of positive behavior guidance methods
- Familiarity with interest driven, emergent curriculums

**Salary:**

- Range A11 (\$28,583-\$32,351)
- Salary is prorated based on 25-hour work week.

**Notes:**

- This is a regular, part-time position of 25 hours per week.
- Please note that this position is subject to the NJ First Act, requiring public employees to establish residency in the State of New Jersey. See N.J.S.A. 52:14-7 (L. 2011, Chapter 70) for further information.
- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position
- Current Rowan University students are NOT eligible for this position
- Only completed online applications submitted on or before the posted deadline will be considered

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/499934/preschool-teaching-assistant-regular-part-time-early-childhood-demonstration-center>.