



**Our vision is to be a powerful force for improving the quality of life in our community.**

**Lower Columbia College Early Learning Center is accepting applications for**

**Early Childhood Program Specialist 1**

(75 hours or less per month)

**Major responsibilities include:**

- Presenting basic developmental materials to children and encouraging individual work, experimentation, exploration, problem solving, cooperation, socialization and choice making; ask open ended questions and listen
- Maintaining a clean and safe environment and setting up the classroom by assisting in rotating materials and equipment
- Observing and recording behaviors of children to assist the teacher in identification of child's strengths, areas to grow and areas of progress
- Other duties as assigned—please see the attached job description for a complete list of responsibilities.

**Minimum Qualifications:**

- High school diploma and one year classroom experience

**Position pays \$12.75 per hour with no benefits. Position open until filled.**

**Application Procedure**

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check form
- An Applicant Data Form (optional)

Application materials are available online or at:

**Human Resource Services**

Administration Building, 1st Floor  
Lower Columbia College  
1600 Maple Street  
PO Box 3010  
Longview, WA 98632  
Phone: (360) 442-2120

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance Officer is Kendra Sprague, Administration Building, (360) 442-2121.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

**Equal Employment Opportunity Employer**

LOWER COLUMBIA COLLEGE Early Learning Center  
JOB DESCRIPTION

**TITLE:**           **Assistant Teacher**  
(HEPB Classification: Early Childhood Program Specialist I, II, III)

**WORK SCHEDULE:** 75 hours or less per month, approximately 9.25 months per year

**DUTIES & RESPONSIBILITIES:**

1. Uses positive guidance techniques such as re-directing challenging behavior, setting and maintaining limits, maintaining self-control in a respectful manner without being threatening or humiliating.
2. Presents basic developmental materials to children and encourages individual work, experimentation, exploration, problem solving, cooperation, socialization and choice making; ask open ended questions and listen.
3. Maintains a clean and safe environment and sets up the classroom by assisting in rotating materials and equipment.
4. Observes and records behaviors of children to assist the teacher in the identification of each child's strengths, areas to grow and areas of progress.
5. Helps achieve a pleasant, inviting atmosphere in which the child feels comfortable and secure including reinforcing ethnic and cultural backgrounds of children.
6. Establishes friendly cooperative relationships with parents and encourages parent participation in the classroom.
7. Mentors practicum students.
8. Be familiar with all the educational equipment used in the program and its use. Help maintain inventory of supplies.
9. Is able to plan and work cooperatively within a teaching team and with other adults in the center.
10. Ensures USDA guidelines are being followed for healthy meals and snacks.
11. Respects the confidentiality of information about enrolled children and families, personnel issues and program operations as defined in the Confidentiality Policy. Discusses concerns directly and openly with appropriate staff persons.
12. Arrives at work on time.
13. Administers prescribed medication and first aid; handle medical emergencies as they arise.
14. Report suspected child abuse in accordance with Washington State Law following program procedures.
15. Exhibits acceptable ethics and positive professional behavior, such as: reliability, enthusiasm, initiative, resourcefulness, self-confidence, control, flexibility and honesty.
16. Meet with team members to collaborate on planning and delivery of services.
17. Maintains constructive team relationships and coordinates effective goals by identifying and planning ways to work together successfully.
18. Effectively manages conflict situations by using conflict resolution skills and effective problem solving.
19. Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that services are purposeful and appropriate.
20. Attend appropriate workshops, classes and other professional development activities.
21. Assist with the maintenance of a healthy and safe environment.
22. Perform related duties as required.

**QUALIFICATIONS**

Specialist I – High School diploma and one year classroom experience  
Specialist II -- ECE Degree and one year of classroom experience  
Specialist III – ECE Degree and two years of classroom experience