



The Smart Choice!

Lower Columbia College is located in the heart of historic Longview, WA. LCC is the Smart Choice! Longview offers all of the advantages of a small town but approximately one hour drive provides access to Portland, Oregon, the Pacific Ocean, and the Cascade Mountains.

Why LCC?

Positions offer exciting opportunities to make a positive impact on student learning and our community including participating in campus and community activities, professional development, and collaborating with other faculty and staff.

Mission

The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.

Vision

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

Values

Our campus community expects an environment of integrity, respect, collaboration, cooperation, inclusion, and innovation that fosters personal growth, academic excellence, and accountability.

Benefit Overview

Insurance:

We offer an affordable benefits package that delivers choice, access, value, and stability to you and your family. You have medical and dental coverage, life insurance, long-term disability, and the option to enroll in a medical Flexible Spending Account and Dependent Care Assistance Program. For more information on health care benefits, please visit Washington Health Care Authority.

Retirement:

Through the Department of Retirement Systems, employees participate in either PERS Plan 2 or PERS Plan 3 that is matched by LCC. There are also two supplemental tax-deferred retirement plans you can elect to participate in: the State Board Voluntary Investment Program and the Washington State Deferred Compensation Program.

Other Benefits:

Vacation, Sick Leave, Personal Holiday, Personal Leave Day, Ten Paid

Assistant Teachers

Classification:	Classified (Early Childhood Program Specialist 2), Schedules vary based on program and location, possible schedules include: 30 hours per week, 9.5 months 40 hours per week, 9.5 months
Salary:	Salary is based on Range 36 - Beginning monthly salary is \$2,544 with annual increments to \$3,287. Salary will be prorated based on schedule. Membership in WFSE collective bargaining agreement is mandatory.
Reports to:	Area Manager
Department:	Head Start/EHS/ECEAP
Closing Date:	Open until filled; initial review begins July 3.

This posting is intended to fill current and future openings. Applications received for the Assistant Teacher opening will be considered active until all positions are filled.

Lower Columbia College celebrates and embraces diversity of all kinds, including differing beliefs, cultures, people, and experiences. We commit to institutional and individual changes that recognize, understand, and challenge patterns of social inequity and systemic disparities within our ever-changing world. As part of this commitment, we strive to strengthen practices involving student success, cultural enrichment, diversity education, curricular transformation, and employee development. We are dedicated to promoting an accessible, inclusive, and safe environment that fosters cultural competency, educational equity, and social justice for all students, staff, faculty, and our local and global communities.

Description of Position

This position is responsible for assisting the Lead Teacher in the classroom. The position will provide support in a variety of ways including presenting lessons, classroom management, and maintaining a positive classroom environment.

Duties & Responsibilities

The successful candidate will have the following responsibilities:

- Assists Teacher in providing experiences by utilizing the lesson plan to promote cognitive, social, emotional, and physical development, directing children in educational activities as well as during lunch, free time, field trips, transitions between activities and playground periods.
- Assist Teacher with providing and maintaining an environment in accordance with the Creative Curriculum.
- 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, following the Discipline Policy and Procedure.
- 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.
- Maintains a clean and safe environment and sets up the classroom by assisting in

Holidays, Tuition Waiver

Red Devil Wellness is LCC's employee wellness program that strives to help employees improve and maintain their well-being enabling them to live healthier and more fulfilling lives.

LCC offers on-site childcare through The LCC Early Learning Center. The Early Learning Center is a state licensed program that offers high quality childcare for children ages 1 month through kindergarten entry to students, staff and faculty. The center is open Monday through Friday 7:30 a.m. to 5:30 p.m. The program is a participant of the Washington State Early Achievers quality rating and improvement system and rated a level 4-Quality Level of Excellence. Our teachers are trained in the Early Childhood Education field.

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 & Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

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.

rotating materials and equipment.

- 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.
- Accepts responsibility in managing the classroom when the teacher is absent.
- Responsible at all times for the direct supervision of children.
- Helps achieve a pleasant, inviting atmosphere in which the child feels comfortable and secure including reinforcing ethnic and cultural backgrounds of children.
- Assists the lead teacher in administering developmental screening tools on enrolled Head Start/ECEAP children.
- Gives assistance to Teacher in maintaining current and accurate records assessing the progress of each child.
- Follows policies and procedures set forth in staff handbook and Federal and State guidelines.
- Assists as a bus monitor monitoring transportation of children to and/or from school daily, as needed.
- Establishes friendly cooperative relationships with parents and encourages parent participation in the classroom.
- Be familiar with all the educational equipment used in the program and its use. Help maintain inventory of supplies.
- Is able to plan and work cooperatively within a teaching team and with other adults in the center.
- Assists lead teacher with gathering in-kind forms from parents and/or community volunteers.
- Receive visitors and telephone inquiries, explain procedures and program routine.
- Ensures parent fully and appropriately completes the sign in / out forms on their child's individual record.
- Ensures USDA guidelines are being followed for healthy meals and snacks.
- 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.
- Arrives at work on time, punctually attends and participates actively in in-service training, staff meetings, Direct Service Team meetings, and Area Meetings.
- Administers prescribed medication and first aid; handle medical emergencies as they arise.
- Report suspected child abuse in accordance with Washington State Law following program procedures.
- Exhibits acceptable ethics and positive professional behavior, such as: reliability, enthusiasm, initiative, resourcefulness, self-confidence, control, flexibility and honesty.
- Meet with team members to collaborate on planning and delivery of services.
- Maintains constructive team relationships and coordinates effective goals by identifying and planning ways to work together successfully.
- Effectively manages conflict situations by using conflict resolution skills and effective problem solving.
- Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that services are purposeful and appropriate.
- Attend appropriate workshops, classes and other professional development activities.
- Assist with the maintenance of a healthy and safe environment.
- Assist as a bus monitor, monitoring transportation of children to and from school as needed.
- Other duties as assigned.

Minimum Qualifications

- AA degree in Early Childhood Education or enrolled in an Early Childhood Education program with one or more years of experience in an early childhood program
- Excellent time management and prioritization skills
- Strong organizational skills
- Ability to maintain confidentiality at all times

- Excellent interpersonal communication skills
- Collaborate approach to problem solving
- Program Standard Requirements (must have at time of hire or ability to obtain within program required timeline): Food Handlers Card, First Aid/CPR Card, Initial Physical Exam, TB test, Clearance of Department of Early Learning Criminal Background Check, Bloodborne Pathogens Training

Preferred Qualifications

- Bachelors in Early Childhood Education
- Bilingual or fluency in other languages

Application Procedure

Application materials can be obtained by visiting the Human Resource Services office OR on the LCC Jobs Page (<http://lowercolumbia.edu/jobs>).

A complete application packet includes:

- LCC Employment Application
- Cover letter
- Resume
- Unofficial transcripts of all undergraduate and graduate work (Official transcripts will be required upon hire)
- LCC Background Authorization form
- Applicant Data Form (optional)

Incomplete application packets may not be considered. It is the responsibility of the applicant to ensure a complete packet is submitted.

Send application materials by one of the following delivery methods:

Email: hr@lowercolumbia.edu
Fax: 360-442-2129
Mail: LCC Human Resources
1600 Maple Street / PO Box 3010
Longview, WA 98632