

FLSA: Exempt  
Code: 11-3011

EEO-6: 1-13 (Executive Administrative Managerial)

SOC

Classification: Supervisor IV

Classification Code: 856300

Position Title: Director – Child & Family Development Center

Date Established: 07/01/11

Position Number: C1R00146

Date of Last Amendment: 06/25/12

**SCOPE OF WORK:** Responsible for the health and safety of children, all daily activities, facility operations, and the long term planning necessary to facilitate a high quality and sustainable early childhood lab school. Knowledge of child development, age-appropriate curriculum, staff development and laws affecting children and families, as well as program licensing, and community resources. This position reports to the Child and Family Studies Department Head at NHTI – Concord’s Community College.

**ACCOUNTABILITIES:**

Establishes educational philosophy and developmentally appropriate curriculum that reflects the philosophy of the CFS Department;  
Analyzes college policies to monitor relevancy of specific program objectives, assess policy effectiveness, and develop or modify operational procedures;  
Assists teachers in planning and implementing weekly, monthly, and yearly classroom curriculum and activities; Provides classroom support as needed;  
Supervises and evaluates all programs, daily activities, schedules, and progress reports;  
Develops and implements annual school calendar;  
Oversees registration process to ensure optimal enrollment;  
Prepares annual budget, staff contracts and fiscal reports with CFO as necessary; Supervises center operations within annual budget; Oversees all equipment and materials purchases;  
Evaluates work performance of subordinate employees at least once per year, including assessing training needs for the purpose of staff development; Maintains professional activities and related professional memberships;  
Maintains good communication with parents of enrolled and prospective students through such items as newsletters, documentation panels, and parent handbook; Participates in parent-teacher conferences, as needed;  
Promotes positive community relationships with agencies and organizations offering services, such as schools, mental health centers, etc, as well as the community at large;  
Develops and implements Institute programs to engage students from a variety of majors in offering services to the center community;  
Mentors and supports staff working with students and directs student support;  
Serves on and leads college or system committees, as assigned;  
Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior; When appropriate, performs all required duties related to Academic Affairs’ requirements including attending regular CFS Department meetings and supporting classroom work, as appropriate;  
Complies with all college, system, state and federal rules and regulations;  
Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in early childhood education, child development, or related field with documentation of at least three credits in childcare administration or early childhood leadership and at least nine credits in business or program administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in early childhood education, plus three years of supervisory experience in any occupational area. If related to the program area, the supervisory experience will count as part of the five years' total experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** NH ECE Professional Development System Credential.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of public administration. Thorough knowledge of the principles and practices of supervision. Knowledge of federal and state accounting and administrative procedures. Extensive knowledge of the rules and regulations governing specific program(s) supervised. Ability to plan and coordinate the development of plans, policies and procedures. Ability to interpret and explain pertinent provisions of laws, rules and regulations. Ability to ascertain facts and obtain information by personal contact and observation in monitoring programs. Ability to express ideas clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationships with governmental officials, subordinate employees, and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

Classification: Program Assistant II

Function Code: 7110-058

Position Title: Assist. Dir., Child & Family Development Center

Date

Established: 07/01/01

Position Number: C1R00068

Date of Last Amendment: 12/10/07

**SCOPE OF WORK:** To perform professional duties assisting the Director of the Child and Family Development Center in developing and implementing policies and overseeing the curriculum within all classrooms in the Center. This position reports to the Director of the Child and Family Development Center at New Hampshire Technical Institute.

**ACCOUNTABILITIES:**

- Provides program guidance and advisement to families, students, teaching staff, or other interested parties related to curriculum with the educational philosophy and developmentally appropriate curriculum that reflects the philosophy of the Early Childhood department;
- Consults with students into the observation booth and in the classroom to help them make important connections from observations of young children and the curriculum activities they plan; and mentors teaching teams in their work with practicum students
- Maintains good communication with families of enrolled and prospective families and responds sensitively to the interests, requests and needs of these individual families through the use of program tours, personal connections, and the collection and data from children and teachers and students to develop documentation panels and other ways to visibly document learning, and discussion of the family handbook;
- Organizes informational and operational training programs for program staff, students, and families. Including, but not limited to presentations on areas of curriculum, documentation, observations techniques, and compiling resources for staff, students, and families;
- Assists in analyzing program policies to monitor relevancy of specific program objectives, assess policy effectiveness, and develop or modify operational procedures. Including, but not limited to, Childcare licensing, NAEYC Accreditation, daily program events, etc;
- Provides classroom support as needed and is seen participating on the floor with the children as a role model to students, staff and other visitors;
- Provides information to the general public, agencies offering services, such as Mental Health Centers and school districts as well as students observing at the center relating to the Child and Family Development Center's policies and procedures in a friendly competent manner while maintaining positive community relationships;
- Mentors incoming community child care programs regarding emergent curriculum as well as provides relevant and individualized feedback that they may use within their own programs. Including but not limited to, providing fee based mentoring to community programs;
- Observes classroom environments and the development of curriculum in each classroom and attends planning meetings for each team to support curriculum development, environmental enhancements and to encourage teacher research;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual; Harassment Policy and all civil rights laws, etc.
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree from a recognized college or university with a major study in early childhood education, family studies, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years of experience working in a program using emergent curriculum with responsibility for providing program information to others. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**SPECIAL QUALIFICATIONS:** For appointment consideration, Program Assistant II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**PREFERRED QUALIFICATIONS:** This position requires strong organizational skills, written and oral communications skills, strong understanding of emergent curriculum and an understanding of and ability to work effectively with individuals of diverse cultures. A good working knowledge of college or university operation and programs is preferred.

**RECOMMENDED WORK TRAITS:** Knowledge of the organization and operations of the departments or agency section in which position is assigned. General knowledge of current literature in emergent curriculum. Knowledge of modern office practices, procedures and equipment. Ability to gather, assemble, correlate and analyze information related to child development, planning curriculum to afford opportunities for mentoring in these areas. Ability to contribute to the development of sound operational procedures. Ability to make sound judgment in appraising situations and making routine decisions. Ability to meet with students, families, and staff to explain programs offered by the program in detail. Ability to present ideas clearly and effectively. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority. Ability to create a warm, caring and safe environment to support children, teachers and students in ways that improve overall quality of care and education and assumes responsibility of program in the absence of the Director;

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

Classification: Secretary II

Function Code: 8091-058

Position Title: Secretary, Child & Family Development Center

Date Established: 12/5/07

Position Number: C2R00055

Date of Last Revision: 06/02/08

**SCOPE OF WORK:** To perform a variety of secretarial tasks as well as accounts payable and receivable and to ensure the accuracy of these activities to the Child and Family Development Center at NHTI.

**ACCOUNTABILITIES:**

- Provides general secretarial support, including typing, filing, and using fax and copy equipment, compiling and distributing mail internally and externally, answering the telephones and scheduling tours and other appointments in a friendly manner;
- Types form letters, prepares rough and final reports, narratives and tabulations using various software. Including but not limited to, meeting minutes, forms for enrollment, family letters, Child Care licensing information, and NAEYC Accreditation information;
- Designs and modifies correspondence or memos as requested by supervisor;
- Provides information to the general public and students observing at the center relating to the Child and Family Development Center's policies and procedures in a friendly competent manner;
- Preparation and maintenance of various aspects of Accounts Receivable Payable. Including but not limited to entering billing information, invoicing, receiving payments and issuing receipts, compiling and printing end of year statements while working with the Bursar's office;
- Collaborates with Family Coordinator, Director, ECE Department head, and Curriculum Coordinator to design and implement program events. Including compiling student paperwork, documentation of student lab hours for professors and students, and assisting with the early childhood department initiatives
- Greets each child and family and assists in the transition from home to the child care setting;
- Helps to create a warm, caring and safe environment to support and respond to children, teachers, families and students in ways that improve the overall quality of care and education through developing professional relationships and maintain confidentiality;
- Responds sensitively to the interests, requests and needs of individual families;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual; Harassment Policy and all civil rights laws, etc.
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of high school or G.E.D. equivalent, including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years of experience in a secretarial position, one year of which shall have been at the level of Secretary I or its equivalent.

**License/Certification:** None required

**PREFERRED QUALIFICATIONS:** Experience in early childhood setting, E-Z Care system, MS Office, PageMaker, or Quickbooks.

**RECOMMENDED WORK TRAITS:** Knowledge of modern office equipment and methods of operation. Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Ability to type a variety of correspondence and statistical material and reports with speed and accuracy as well as transcribe dictation. Ability to maintain confidential information. Ability to maintain fiscal or department records. Ability to research records and prepare reports. Ability to work independently. Ability to assign, check and review work of other employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

FLSA: Exempt  
25-2010

EEO-6: 3-31 (Professional)

SOC Code:

Classification: Teacher  
928000

Classification Code:

In-House Title: Lead Teacher- Kindergarteen  
3/9/16

Date Established:

Position Number: C1R00266

Date of Last Amendment: 3/9/16

**SCOPE OF WORK:** Responsible for knowledge and skills that support children's learning, understanding children's cognitive, emotional, social, and physical development and using this knowledge to develop a curriculum and classroom environment which aligns with State of NH Common Core Standards for Kindergarten and where children will learn and succeed to their optimal potential. This position reports to the Director of the Child & Family Development Center at NHTI.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting; Establishes frequent communication with families both in person, by phone, or in writing as requested;
- Plans, prepares, and coordinates a curriculum which aligns with State of NH Common Core Standards adapting inclusive classroom activities, teaching methods and academic materials to meet the needs of young children and their families within the program's philosophy; Leads regularly scheduled planning meetings with the education team;
- Responds sensitively to the interests, requests and needs of individual children, interacts playfully with children and encourages natural exploration and curiosity, uses positive child guidance and strategies;
- Uses child observation notes as a tool for curriculum planning to respond to individual interest and needs, keeps up-to-date and accurate records;
- Supervises personnel working in the classroom, communicating effectively and providing regular feedback that evaluates job performance;
- Oversees implementation of standards and rules from NAEYC Accreditation and State of NH CCLU;
- Dispenses medications according to policy guidelines and administer first aid as needed; communicates this knowledge to families;
- Oversees practicum students as well as observation students, modeling and communicating concrete strategies that connect classroom theory to direct practice with young children;
- Oversees and assists in cleaning, organizing and maintaining classroom well-being and upkeep;
- Prepares various presentations and takes part in center sponsored events requiring time outside of normal program teaching hours; represents CFDC on and off campus in a professional manner;
- Complies with all college, system, state and federal rules and regulations;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's degree from a recognized college or university with major study in education, early childhood education, or child development from a recognized college or university.

Experience: No experience required.

**OR**

Education: Associate's degree from a recognized college or university with major study in education, early childhood education, or child development from a recognized college or university.

Experience: Two years' experience in an early childhood environment as a lead teacher or equivalent.

**License/Certification:** NH Early Childhood Professional Development System Credential received or applied for within 6 months of employment. Maintain certification in infant/child CPR and First Aid, as well as Water Safety.

**SPECIAL REQUIREMENTS:** Take part in **EC 267; Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors** class on campus within 12 months of hire. Maintain 25 hours of professional development per year, completing all topics of the core knowledge areas provided in the career lattice. Maintain membership to NAEYC, professional organization.

**RECOMMENDED WORK TRAITS:** Knowledge of the modern methods, principles, techniques and procedures of teaching. Knowledge of curriculum and classroom material development and application. Ability to skillfully apply modern teaching methods and principles. Ability to maintain an interest in the positive improvement and development of students. Ability to maintain discipline. Ability to establish and maintain effective working relationships with teachers, agency personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

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Classification: Teacher  
9280-058

Function Code:

In-House Title: Lead Teacher – Infant

Date Established:

07/01/01

Position Number: C1R00063

Date of Last Amendment: 2/26/07

**SCOPE OF WORK:** Responsible for knowledge & skills that support children’s learning, understanding children’s cognitive, emotional, social, and physical development and using this knowledge to develop a curriculum and classroom environment in which children will learn and succeed. This position reports to the Director of the Child & Family Development Center at NHTI.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting.
- Plans and outlines curriculum adapting classroom activities, teaching methods and academic materials to meet the needs of young children and their families.
- Responds sensitively to the interests, requests and needs of individual children.
- Interacts playfully with children and encourages natural exploration and curiosity.
- Uses positive child guidance and strategies.
- Establishes frequent communication with families.
- Plans, prepares, coordinates, and oversees and age-appropriate, inclusive child-centered classroom curriculum based on developmentally appropriate practices.
- Uses child observation notes as a tool for curriculum planning to respond to individual interest and needs.
- Leads regularly scheduled planning meetings with the education team.
- Supervises personnel working in the classroom.
- Keep up-to-date and accurate records.
- Dispenses medications according to policy guidelines and administer first aid as needed.
- Oversees and assists in cleaning, organizing and maintaining classroom well being and upkeep.
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s degree in education, early childhood education or child development from a recognized college or university.

**Experience:** No experience required

**Or**

**Education:** Associates degree in education, early childhood education or child development from a recognized college or university.

**Experience:** Two years experience in an early childhood environment.

**License/Certification:** None

**SPECIAL QUALIFICATIONS:** Maintain certification in infant/child CPR and first aid.

**RECOMMENDED WORK TRAITS:** Knowledge of the modern methods, principles, techniques and procedures of teaching. Knowledge of curriculum and classroom material development and application. Ability to skillfully apply modern teaching methods and principles. Ability to maintain an interest in the positive improvement and development of students. Ability to maintain discipline. Ability to establish and maintain effective working relationships with teachers, agency personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

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Classification: Teacher  
058

Function Code: 9280-

In-House Title: Lead Teacher – Toddler  
07/01/01

Date Established:

Position Number: C1R00058

Date of Last Amendment: 4/20/07

**SCOPE OF WORK:** Serves as the Lead Teacher for the Family/Toddler room with responsibility for supporting children's learning, understanding children's cognitive, emotional, social, and physical development and developing a curriculum and classroom environment in which children will learn and succeed. This position reports to the Director of the Child & Family Development Center at NHTI.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting;
- Plans and outlines curriculum adapting classroom activities, teaching methods and academic materials to meet the needs of young children and their families;
- Responds sensitively to the interests, requests and needs of individual children, interacts playfully with children and encourages natural exploration and curiosity, uses positive child guidance and strategies;
- Establishes frequent communication with families;
- Plans, prepares, coordinates, and oversees the child-centered classroom curriculum, based on developmentally age appropriate practices;
- Uses child observation notes as a tool for curriculum planning to respond to individual interest and needs, keeps up-to-date and accurate records;
- Support, mentor, and encourage Early Childhood Education freshman and/or practicum students who are assigned to our classroom;
- Leads regularly scheduled planning meetings with the education team;
- Supervises personnel working in the classroom;
- Dispenses medications according to policy guidelines and administer first aid as needed;
- Oversees and assists in cleaning, organizing and maintaining classroom well being and upkeep;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws, etc.;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with a major study in the field of education, early childhood education or child development.

**Experience:** No experience required

**Or**

**Education:** Associates degree from a recognized college or university with a major study in the field of education, early childhood education or child development from a recognized college or university.

**Experience:** Two years experience in an early childhood environment.

**License/Certification:** None

**SPECIAL QUALIFICATIONS:** Maintain certification in infant/child CPR and first aid.

**RECOMMENDED WORK TRAITS:** Knowledge of the modern methods, principles, techniques and procedures of teaching. Knowledge of curriculum and classroom material development and application. Ability to skillfully apply modern teaching methods and principles. Ability to maintain an interest in the positive improvement and development of students. Ability to maintain discipline. Ability to establish and maintain effective working relationships with teachers, agency personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

Classification: Teacher  
9280-058

Function Code:

In-House Title: Lead Teacher – Preschool

Date Established: 07/01/01

Position Number: C1R00059

Date of Last Amendment: 02/28/08

**SCOPE OF WORK:** Responsible for knowledge & skills that support children’s learning, understanding children’s cognitive, emotional, social, and physical development and using this knowledge to develop a curriculum and classroom environment in which children will learn and succeed. This position reports to the Director of the Child & Family Development Center at NHTI.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting;
- Plans and outlines curriculum adapting classroom activities, teaching methods and academic materials to meet the needs of young children and their families;
- Responds sensitively to the interests, requests and needs of individual children, interacts playfully with children and encourages natural exploration and curiosity, uses positive child guidance and strategies;
- Establishes frequent communication with families;
- Plans, prepares, coordinates, and oversees and age-appropriate, inclusive child-centered classroom curriculum based on developmentally appropriate practices;
- Uses child observation notes as a tool for curriculum planning to respond to individual interest and needs, keeps up-to-date and accurate records;
- Leads regularly scheduled planning meetings with the education team;
- Supervises personnel working in the classroom;
- Dispenses medications according to policy guidelines and administer first aid as needed;
- Oversees and assists in cleaning, organizing and maintaining classroom well being and upkeep;
- Complies with all college, system, state and federal rules and regulations including, but not limited to, health and safety policies, State of New Hampshire Sexual Harassment Policy and all civil rights laws;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s degree in education, early childhood education or child development from a recognized college or university.

**Experience:** No experience required

**Or**

**Education:** Associates degree in education, early childhood education or child development from a recognized college or university.

**Experience:** Two years experience in an early childhood environment.

**License/Certification:** None

**SPECIAL QUALIFICATIONS:** Maintain certification in infant/child CPR and first aid.

**RECOMMENDED WORK TRAITS:** Knowledge of the modern methods, principles, techniques and procedures of teaching. Knowledge of curriculum and classroom material development and application. Ability to skillfully apply modern teaching methods and principles. Ability to maintain an interest in the positive improvement and development of students. Ability to maintain discipline. Ability to establish and maintain effective working relationships with teachers, agency personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

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FLSA: Non-Exempt

EEO-6: 4-40 (Clerical & Secretarial))

SOC Code: 25-9041

Classification: Teacher Assistant

Classification Code: 928500

In-House Title: Assistant Teacher

Date Established: 07/01/2011

Position Number: C1R00021

Date of Last Amendment: 12/6/2012

**SCOPE OF WORK:** Responsible for creating a warm, caring and safe environment, to support children and teachers in ways that improve the overall quality of care and education. Knowledge of growth and development as well as health, safety and nutrition as it affects young children. This position reports to the to the Lead Teacher of the classroom which the staff person in primarily assigned of the Child & Family Development Center at NHTI, Concord's Community College.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting;
- Responds sensitively to the interests, requests and needs of individual children;
- Actively engages children in developmentally appropriate activities;
- Interacts playfully with children and encourages natural exploration and curiosity;
- Uses positive child guidance strategies;
- Assists teachers in recognizing and recording children's progress and documenting accidents, medication and concerns;
- Communicate concerns regarding children and families to the teacher and director;
- Assists in cleaning and organizing to maintain classroom wellbeing and upkeep;
- Complies with all college, system, state and federal rules and regulations;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: Associate's degree or equivalent credit hours in education, early childhood education or child development from a recognized college or technical institute.

Experience: No experience required. Each additional year of approved work experience in a teaching or childcare environment may be substituted for one year of required formal education.

**License/Certification:** Possession of a valid driver's license or access to transportation.

**SPECIAL REQUIREMENTS:** Maintain certification in infant/child CPR and first aid.

**RECOMMENDED WORK TRAITS:** Knowledge of the modern methods, principles, techniques and procedures of teaching. Ability to maintain appropriate discipline without creating harmful situations to students concerned. Ability to promote cooperation between students and educational personnel. Ability to carry out oral and written instructions and to provide proper assistance to the teachers or supervisor assigned. Ability to establish and maintain harmonious relationships with all employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

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FLSA: Non-Exempt  
25-9041

EEO-6: 5-56 (Technical & Paraprofessional)

SOC Code:

Classification: Teacher Aide  
928100

Classification Code:

In-House Title: Childcare Aide  
07/01/2011

Date Established:

Position Number: C2R00050  
04/22/2016

Date of Last Amendment:

**SCOPE OF WORK:** To assist teachers and professional staff in performing teaching responsibilities in the Child & Family Development Center. This position reports to the Lead Teacher of the classroom which the staff person is primarily assigned at the Child & Family Development Center at NHTI - Concord's Community College.

**ACCOUNTABILITIES:**

- Greets each child and family and assists in the transition from home to childcare setting;
- Helps to create a warm, caring and safe environment to support children and teachers in ways that improve the overall quality of care and education;
- Responds sensitively to the interests, requests and needs of individual children, actively engage children in developmentally appropriate activities, assist in the implementation of curricula activities;
- Models appropriate teaching practice by bringing learning forward and demonstrating professionalism and confidentiality; offers concrete strategies that assist in relating to current coursework for students attending lab hours;
- Meets the basic physical and emotional needs of children;
- Assists teachers in gathering evidence to document children's progress, including developmental and play-based observations and journal entries.
- Communicates general information, including daily happenings that relate to specific children using learned strategies and skills from coursework and best practice;
- Assists teachers by completing tasks as assigned; covering classrooms for planning/lunches, vacations etc.
- Assists in cleaning, organizing and maintaining classroom well-being and upkeep;
- Attends center-sponsored events, including mandatory scheduled meetings;
- Complies with all college, system, state and federal rules and regulations;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education: Graduation from high school or G.E.D. equivalent, plus completion of one academic year in General Studies, Liberal Arts, Education, Early Childhood Education or Child Development at a postsecondary institution or college.

Experience: No experience required.

License/Certification: Maintain 25 hours of professional development per year, completing all topics of the core knowledge areas provided in the career lattice Maintain certification in Infant/Child CPR and First Aid, as well as Water Safety.

PREFERRED QUALIFICATIONS: Nine (9) ECE Credits from a recognized college or university.

SPECIAL QUALIFICATIONS: Take part in EC 267; Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors class on campus within 12 months of hire.

RECOMMENDED WORK TRAITS: Knowledge of the modern methods, principles, techniques and procedures of teaching young children. Ability to maintain appropriate guidance without creating harmful situations to children concerned. Ability to promote cooperation between students and educational staff. Ability to carry out written and oral instructions and to provide proper assistance to the teachers or supervisor as assigned. Ability to establish and maintain harmonious relationships with all employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

FLSA: Non-Exempt  
Classification: Clerk I

EEO-6: 4-40 (Clerical & Secretarial)

SOC Code: 43-9061  
Classification Code 2051

In-House Title: Child & Family Development Center Clerk

Date Established: 7/1/11

Position Number: C2R00037

Date of Last Amendment: 10/26/11

**SCOPE OF WORK:** Responsible for creating a warm, caring and safe environment, to support children and teachers in ways that improve the overall quality of care and education. This position reports to the Lead Teacher in the classroom in which they are primarily scheduled at NHTI, Concord's Community College.

**ACCOUNTABILITIES:**

- Greets all children and families and assists in the transition from home to childcare setting
- Helps to create a warm, caring and safe environment to support children and teachers in ways that improve the overall quality of care and education;
- Responds sensitively to the interests, requests and needs of individual children, actively engages children in developmentally appropriate activities, assists in the implementation of curricula activities;
- Interacts playfully with children and encourages natural exploration and curiosity;
- Assists teachers by completing tasks as assigned; covering classrooms for planning/lunches, vacations etc.
- Models appropriate teaching practice by bringing learning forward and demonstrating professionalism and confidentiality.
- Assists in cleaning and organizing to maintain classroom well-being and upkeep;
- Attends center-sponsored events, including mandatory scheduled meetings.
- Complies with all college, system, state and federal rules and regulations;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Completion of two years of high school or its equivalent.

**Experience:** No experience required.

**License/Certification:** Maintain certification in infant/child CPR and First Aid as well as Water Safety. Engage in professional development activities as required by the State of NH CCLU.

**PREFERRED QUALIFICATIONS:** Nine (9) ECE Credits from a recognized college or university.

**SPECIAL QUALIFICATIONS:**; Take part in EC 267; Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors class on campus within 12 months of hire.

**RECOMMENDED WORK TRAITS:** Some knowledge of proper English usage and grammar. Ability to understand and follow oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college appointing authority.

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