



## Technical Professional – Assistant Toddler/Preschool Teacher - 401180

**Start Date:** Summer Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$21,840/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rcc.edu/human-resources/benefits-information>.

- \*Medical, Dental, Vision, Life, Flex Spending, PERA
- \*Tuition reimbursement for Community Colleges in Colorado (CCCS)
- \*Accrual of annual and sick leave
  - 15 hours of annual leave earned monthly
  - 10 hours of sick leave earned monthly
- \*Employee discounts on childcare.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on July 13, 2015, however application received by 5:00 p.m. MST on July 01, 2015 will have first priority.

### Responsibilities

Facilitates and supervises instructional activities in various classroom settings. Plans in a collaborative manner for quality educational experiences, which include, but are not limited to, classroom and field excursions. Helps to create educational experiences for children based on specific learning needs and interests. Assists in facilitation of daily routine activities including snack, meals, and rest times. Assists in collecting and recording educational information. Assist Toddler and Preschool Teachers covering breaks and substituting in classrooms. Assists in coordination of resources with other team members. Assists in planning new instructional strategies. Facilitate and execute teaching strategies with Early Childhood Education students. Demonstrates effective conflict resolution strategies with children and

staff. Participates in staff training. Communicate school philosophy and events when possible with parents.

### Qualifications

**Minimum Qualifications:** High School Diploma. Must meet the qualifications listed in the memorandum posted by the Colorado Department of Human Services.

<http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content-Type&blobheadervalue1=inline%3B+filename%3D%222010-08AssistantECT.pdf%22&blobheadervalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251694231008&ssbinary=true>

**Preferred Qualifications:** Early Childhood Teacher Qualified by the State of Colorado, Department of Human Services, Child Care Division.

[http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content%20Type&blobheadervalue1=inline%3B+filename%3D%22ECT\\_Chart.pdf%22&blobheadervalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251799493629&ssbinary=true](http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheadername1=Content-Disposition&blobheadername2=Content%20Type&blobheadervalue1=inline%3B+filename%3D%22ECT_Chart.pdf%22&blobheadervalue2=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251799493629&ssbinary=true)

### To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

### About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's

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status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*