

# Fayetteville Technical Community College

## POSITION VACANCY: Children's Center Teacher Assistant, Job #11-84

Fayetteville Technical Community College is seeking qualified applicants for this full-time position. The ability to effectively assist classroom teacher with children ages 6 weeks – 5 years old is critical to experiencing success in this position. Expertise in developmentally appropriate child care practices is essential to this position. Qualified candidates will possess excellent computer skills, demonstrate evidence of a career that includes flexibility and willingness to change; open-mindedness, fairness and the ability to see multiple perspectives; a willingness to take risks, and willingness to accept responsibility for professional and personal growth.

### **DUTIES:** The successful candidate will:

- Execute classroom activity plans, supervise children in the classroom and outdoor activities in accordance with the philosophy of the Center.
- Substitute, as required, in the absence of other staff members.
- Use proper communication skills, greet parents and children, record and relay phone messages, and assist in record keeping.
- Perform other professional duties as requested by supervisor.

**QUALIFICATIONS: Minimum Requirements:** High School Diploma and a minimum of the NC Child Care Credentials. Knowledgeable of curriculum, methods, techniques of child guidance, discipline, and regulations of NC Division of Child Development. Communication, both oral and written, skills necessary. Must have expert efficiency in Microsoft Office (Access, Excel, PowerPoint, and Word). **Applicants not meeting this minimum requirement will not be considered for this position. Preferred:** Two years of experience in a preschool setting.

**SALARY:** Based on college salary scale, plus an excellent benefit package.

**CLOSING DATE:** February 6, 2012

**APPLICATION PROCEDURE:** A completed packet including an FTCC application, a cover letter addressing the duties and requirements, a comprehensive resume of educational, professional and community qualifications, and copies of **ALL** college transcripts, must be received in the Human Resources Office by **4:00 p.m.** on the closing date to be considered. Degrees **MUST** be from a regionally accredited institution that is recognized by the Department of Education. Transcripts **MUST** show degree earned and date conferred. **Applications will not be considered without a complete packet.**

**COLLEGE & COMMUNITY INFORMATION:** Nestled in the heart of the Cape Fear Region on a beautiful 125-acre campus, Fayetteville Technical Community College represents the fourth largest of the 58 community colleges within the North Carolina Community College System, annually serving nearly 40,000 curriculum and continuing education students. Classes are also available at the Spring Lake campus, the Horticulture Educational Center (located between the mighty Cape Fear River and the beautiful Cape Fear Botanical Gardens), and the Fort Bragg Soldier Development Center. FTCC is proud to be a military friendly school and is located near Fort Bragg, home of the Airborne and Special Forces Operation. FTCC recently purchased land on the western portion of the County in response to projected expansion in population, jobs, research, and development brought about by the Base Realignment and Closure (BRAC) activity. FTCC's Continuing Education program is the largest in the state, offering a wide array of special-interest courses and including the Center for Business and Industry which provides businesses with individually tailored and highly specialized training and workshop opportunities. Cumberland County offers a unique blend of adventure and relaxation opportunities to meet the special interests of a diverse population. Crystal coast Atlantic shorelines to the east and awe-inspiring Blue Ridge mountain views to the west are short drives away. The philosophy at FTCC is that learning is truly a lifelong journey, and FTCC faculty and staff are committed to fulfilling individuals' educational objectives. We thank you for your interest in FTCC and invite you to learn more about us at [www.faytechcc.edu](http://www.faytechcc.edu).

**POSTING DATE:** January 19, 2012

RETURN COMPLETED APPLICATION PACKET TO:  
HUMAN RESOURCES OFFICE  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
PO BOX 35236, FAYETTEVILLE, NC 28303  
Phone: (910) 678-8378 Fax: (910) 678-0029  
Applications may be downloaded at: <http://www.faytechcc.edu>  
FTCC is a Career Readiness Certificate Preferred Employer  
AN EQUAL OPPORTUNITY EMPLOYER