

OFFICE OF HUMAN RESOURCES  
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**POSITION: Teacher Assistant- HHS Division/Child Development Center**

Position# 103664 (CB30/0001/Band02)

**STARTING SALARY:** \$18,593.00 (Hiring Range: \$18,593.00 - \$26,497.00), actual salary will be commensurate with experience.

**MINIMUM TRAINING AND EXPERIENCE:** An Associate degree in Early Childhood Education (APS.ECED) or a High School diploma and a minimum of two years of directly related work experience. A bachelor's degree is preferred. The equivalent combination of education and work related experience may be considered.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the NAEYC developmentally appropriate practices for child care. Knowledge of federal, state, and local rules and regulations pertaining to child care. Knowledge of the principles and methods of NAEYC. Knowledge of program design, material development, and classroom presentation techniques. Ability to cooperate with lead teacher and others. Ability to maintain appropriate discipline in a group situation. Ability to establish and maintain effective working relationships with children, families, employees, and ECD students. Ability to communicate effectively, orally and in writing using Standard English. Ability to lift up to 35 pounds. Ability to bend, keel, stoop, twist, walk, reach and stand on a consistent basis.

**SPECIFIC DUTIES:**

1. Assists in providing quality instruction and maintaining effective learning environment for children in assigned age group/classroom. Assists in selection of resource materials, textbooks, and in designing materials for special needs. Assists in providing on-going evaluation procedures needed to assess the developmental levels of children.
2. Assists in providing guidance for children in need or in conflict either emotionally or academically. Under the guidance of the Lead Teacher, confers with parents on a regular basis or in times of special needs. Assists children in becoming aware of role as member of group.
3. Cooperates with Lead Teacher in implementing the daily routine. Assists in working with Early Childhood Development students, participates in special activities to promote Center.
4. Assists in maintaining children's progress and learning reports. Assists in performing daily health checks on children.
5. Assists with non-routine developmental activities for children with special needs. Performs other duties as required; including housekeeping tasks.

**To apply, please complete an on-line employment application at [www.yorktech.edu/hr](http://www.yorktech.edu/hr) or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until March 8, 2021.**

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.**