

El Papalote Inclusive Child Development Center

A non-profit agency, serving children with disabilities, is accepting applications for:

2 Lead Teachers

Minimum of a High School diploma, or GED and a current CDA, AA in Early Childhood Education preferred, first aid and CPR Certified, Food Handlers, knowledge or experience working with children with special needs. Will be required to obtain a current TB test with negative results and a physical. Full Time position with benefits.

1 Assistant Teacher

Minimum of a High School diploma, or GED and a current CDA, or in progress of obtaining a CDA, or a student seeking an AA in Early Childhood first aid and CPR Certified, Food Handlers, knowledge or experience working with children with special needs. Will be required to obtain a current TB test with negative results, a physical, and a clear background check. Full Time position with benefits.

1 Recreational Leader

40 hours during summer June through August 20 hours September through May. **Must know how to swim.** Early Childhood students, Special Education Students, Kinesiology, Psychology, and Students in Medical fields preferred. Minimum of a High School diploma, or GED and currently in school seeking an AA or BA in a related field. Minimum age of 18. Current first aid, CPR Certified, Food Handlers, knowledge or experience working with children with special needs. Will be required to obtain a current TB test with negative results, a physical and a clear background check.

3 Summer Camp Recreational Aides

Summer part time jobs must be available full summer applicants must have lots of energy, patience, and creativity. **Must know how to swim.** Early Childhood students, Special Education Students and Students in Medical fields preferred. Minimum of a High School diploma, or GED and currently in school seeking an AA or BA in a related field. Minimum age of 18. Current first aid, CPR Certified, Food Handlers, knowledge or experience working with children with special needs. Will be required to obtain a current TB test with negative results, a physical and a clear background check. Summer Position Only

2 Substitute on Call position

Minimum of a High School diploma, or GED, current CDA, or in progress of obtaining a CDA, or a student seeking an AA in Early Childhood, first aid and CPR Certified, Food Handlers, knowledge or experience working with children with special needs. Will be required to obtain a current TB test with negative results and a physical.

Please no e-mail, no phone calls, only persons who apply in person will be considered.

Bring: Current Resume, proof of CPR, First Aid Certification, Transcripts (non-official okay) Copy of GED or H.S. Diploma, & ID

Please apply in person by May 12, 2010 at:

Paso del Norte CDC
1101. E. Schuster Av.
El Paso, TX. 79902

Primary Responsibilities Sub Teacher

Complies with PdNCDC Philosophies, Policies and Procedures, and Texas Dept. of Protective and Regulatory Minimum Standards.

Complies with work safety rules, policies and procedures.

Assist Teacher to prepare and implement daily activity plans to develop safe and healthy habits, physical skills, self esteem, creative expression, social skills, cognitive skills, and communication skills of the children assigned, with attention to individualized programs for children with special needs.

Maintain a safe, healthy learning environment, both indoors and outdoors.

Maintain professional training requirements (CPR, first aid, food handlers, TB test, 20 hrs of training, NAEYC requirements).

Maintain confidentiality of children and family information.

Report suspected child abuse and neglect as required by law.

Share information and involve parents in the education and care of their children.

Helps Teacher to maintain ongoing documentation of children's growth and development, daily health checks, medication administration and incident reports.

Participate as a member of a team and contribute to group efforts.

Perform other duties, projects, responsibilities as assigned.
