



**NOW HIRING! FULL-TIME ADMINISTRATIVE ASSISTANT/SUBSTITUTE TEACHER
INCLUSIVE EARLY LEARNING CENTER EAST CAMPUS
Hours: 7:00am – 6:00pm Pay: \$12.36/hr - \$16.31/hr D.O.E**

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.

Summary/Objective - Assists and supports in all aspects of operation of the IELC, to include filing, record keeping, communication, taking phone calls, monitoring door/entrance to parents, covering front desk, and substituting for absent teachers when necessary.

Essential Functions

- Monitoring Front Entrance/Building Access
- Greeting Parents and providing customer service/guidance to parents as needed
- Filing, general desk duties as assigned
- Answering phone calls
- Covering front office in the absence of the Assistant Director
- Substituting in classrooms as needed

Supervisory Responsibility - none

Required Education and Experience

- Associate or equivalent in Early Childhood Education or related field
- 2 years of experience working in a child development center
- Proficient in Computers and Microsoft Office
- Current CPR and First Aid Certification as required by state and local regulations.
- **Must be available to work anytime between 7:00AM to 6:00PM Monday through Friday, and able to attend evening and weekend events or meetings as necessary**

Preferred Education and Experience

- Bachelor of Arts Degree or equivalent in Early Childhood Education or related field

Additional Eligibility Qualifications

- Candidate must meet state minimum requirements for education and experience and clear all background check without any condition from HHS Texas Child Care Licensing.

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Indoors, Inclusive Classroom Indoors and Outdoors

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to admin@pdnchildrens.org "NO PHONE CALLS, PLEASE!"