



## POSITION ANNOUNCEMENT

**Position:** Early Childhood Education Technology Preschool Teacher

**Job Description:** Southwest Mississippi Community College has an opening for a full-time Early Childhood Education Technology Preschool Teacher. Primarily responsible for providing a safe and developmentally appropriate Early Childhood program for the children enrolled in Southwest MS Community College Preschool. The Preschool teacher shall promote and nurture the education of the children by planning and implementing a program to care for young children and must ensure the development and safety of these children in accordance with relevant federal legislation, and policies and procedures. This position reports directly to the Early Childhood Education Technology instructors and then to the Vice-President of Career and Technical Education.

**Duties and Responsibilities:** Include but are not limited to:

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Provide nutritious snacks and lunches
- Ensure equipment and the facility is clean, well maintained and safe at all times.
- Provide weekly and monthly schedule of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Be familiar with emergency procedures
- Supervise children in the child care
- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Build children's self esteem
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Keep parents informed of program expectation, program activities and their child's progress
- Develop and maintain current, accurate and confidential client files; ensure that children's files are updated regularly

**Salary:** Based on education and experience.

**Qualifications:** An Associate degree or higher in Early Childhood Education Technology, or in a comparable field.

**Experience:** At least four (4) years of related practical work experience in Child Development Technology field. Teaching experience is preferred but not required.

**Evaluation Criteria:**

SMCC will use the following to evaluate each applicant:

1. Application <https://www.smcc.edu/media/Staff-Application.pdf>
2. Cover Letter and Resume
3. Transcripts (only if applicant is selected by the screening committee for an interview)

**Contact:** Send application, cover letter and resume to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Fax: 601-276-4331, Email: [hr@smcc.edu](mailto:hr@smcc.edu)

**Application Deadline:** Friday, January 24, 2025 by 2 PM

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.