Definition of Class
This is a supervisory position in which the incumbent assists in providing a positive laboratory experience for college students to observe and interact with children in a developmentally, appropriate early childhood program. The incumbent provides a quality program and appropriate learning environment for children ages three to five years.

Examples of Work Performed
Provides a developmentally appropriate learning environment for children ages three to five years.

Provides student observers with a laboratory experience conducive to learning child development philosophies and early childhood educator procedures.

Serves as liaison between parents, children, student observers, and various other groups.

Assists students and faculty; gathers data for research projects.

Plans age appropriate activities.

Utilizes and models positive reinforcement techniques and classroom management techniques.

Adheres to guidelines for MS regulations and program philosophy.

Supervises student workers.

Plans and prepares nutritious meals.

Monitors student interaction with children to ensure safety and appropriateness.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides a developmentally, appropriate learning environment for children ages three to five years.

2. Provides students with a laboratory experience conducive to learning about child development philosophies and early childhood educator procedures.

3. Serves as a liaison between parents, children, student observers, and various other groups.
**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to and kneel, stoop, crouch or bend. The incumbent is periodically required to stand; and talk and hear. The incumbent is occasionally required to sit; walk; run; lift or carry; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university, conferred no later than date of hire.

  AND

- **Certification/Licensure:** Incumbent must obtain Cardio Pulmonary Resuscitation (CPR) training and certification within the first two months of employment, with recertification every two years.

  Incumbent must possess a valid teaching license, issued by the Mississippi Department of Education, by date of hire.

  Incumbent must annually complete contact hours of staff development as defined by the Mississippi Department of Health.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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