

Job Announcement

The Learning House Foundation for Early Childhood Development, Northern Colorado's only nonprofit Early Childhood Science and Math School, has a seasonal part-time job opening.

The Learning House follows a school year calendar from September through May with traditional days off for holidays. There are no summer hours. Please visit our website, thelearninghouse.org, for a detailed calendar.

Job Description:

The working hours will be Noon-3 PM Monday through Friday

This job pays \$8 per hour

Duties include and are not limited to:

Maintaining our clean and healthy environment

Occasional office work: answering phones/taking messages, managing files, making copies, putting together packets, preparing mailings, etc.

Occasional substitute for classroom assistants

Occasional assistance in the classroom when and where classroom teachers require an extra set of hands

Qualifications:

Must have a current and valid copy of Large Center Director Qualified letter issued by the Colorado Department of Child Care. No exceptions.

Application Process:

Applications will be available at the school Monday through Thursday between the hours of 3 and 4 PM. Completed application packets can be submitted during the same times; 3-4 PM Monday-Thursday. No exceptions.

Applications can be downloaded at our website.

Complete Application Packets will include a: signed application, resume, and copy of current and valid Large Center Director Qualified letter issued by the Colorado Department of Child Care. Incomplete application packets will not be considered.

Successful candidates will be contacted for an interview after submitting a complete Application Packet.

No phone calls.

Contact Person

When requesting an application or submitting an application packet during the scheduled times, please ask for Ernie. If he is not there, please ask for Mary.

The
**Learning
House**



Foundation For
Early Childhood
Development



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thelearninghouse.org

Founders/Directors:

Ernie Batson, M.A.
Mary Batson, M.Ed.