To apply, email a cover letter and resume to Sarah McKinney at smckinney@explora.us.

Position: Assistant Teacher
Group: Brillante Early Learning Center
Reports to: Director or Associate Director, Brillante Early Learning Center
FLSA Status: Full-time preferred; $19.00/hour with 100% employer-paid health insurance premiums and additional benefits including retirement (value of additional 19%) for full-time employees. This position is eligible for pay parity from ECECD.

Note: The start date for this position is January 4, 2027, with background check application required at time of offer.

Position Summary

Assistant Teachers at Brillante Early Learning Center are essential members of the teaching team and support the creation of a joyful, inclusive, and inquiry-driven learning community for children and families. Assistant Teachers actively engage in children's learning and development through relationship-based practice, play, and collaboration with colleagues and families. Guided by Brillante's mission, values, and pedagogical approach, Assistant Teachers hold the daily life of the classroom by supporting learning experiences, classroom systems, documentation practices, family engagement, and care routines. As part of Brillante's role as a lab school and workforce development program, Assistant Teachers support classroom visits, observations, field experiences, and opportunities that contribute to the preparation of future early childhood educators.

Essential Duties & Responsibilities

Assistant Teachers are responsible for:

1. Engaging actively with children throughout the day to support learning, exploration, social-emotional development, executive functioning, and relationship-building;
2. Building strong, responsive relationships with children through respectful and nurturing teaching practices;
3. Facilitation of developmentally appropriate, inquiry-based learning experiences designed collaboratively by the teaching team;
4. Contributing to observation, documentation, assessment, and portfolio practices that help make children's learning visible and inform classroom planning;
5. Creating and maintaining safe, organized, welcoming, inclusive, aesthetically intentional learning environments;
6. Participating in classroom systems and daily operations, including lesson plan implementation, documentation, transitions, meal service, supervision, classroom preparation, and care routines;
7. Supporting family engagement through warm daily interactions, classroom communication, conferences, family events, and other partnership opportunities as requested;
8. Collaborating with families, Brillante staff, and specialists, and to support developmental screenings, intervention processes, and individualized supports when needed;
9. Participating actively in collaboration planning, reflective practice, and professional development;
10. Supporting Brillante's role as a lab school by welcoming classroom observations, field experiences, practicum students, and community partners; and
11. Maintaining practices in alignment with licensing, accreditation, grant, and organizational requirements.

Skills & Qualifications

- Associates degree in Early Childhood Education or closely related field preferred, or actively pursuing relevant coursework or credentials;
- If applicable, must meet NMPreK requirements for Assistant Teachers or be eligible to do so within required timelines;
- Experience working with young children and demonstrated understanding of child development, developmentally appropriate, and relationship-based practice;
- Interest in inquiry-based learning, emergent curriculum, and pedagogical documentation;
- Ability to work collaboratively as part of a teaching team while maintaining accountability for responsibilities;

- Strong communication, relationship-building, and organizational skills;
- Ability to maintain confidentiality and exercise sound professional judgment;
- Willingness to participate in reflective practice, professional growth, and ongoing feedback processes;
- Commitment to equity, inclusion, accessibility, and culturally responsive practice;
- Bilingual in English and Spanish or another commonly spoken community language preferred; and
- Comfortable using Google Workspace, digital documentation tools, child care management systems, and collaborative communication platforms.

Work Requirements & Conditions of Employment

- Background clearance as required by Explora and ECECD;
- Must complete and maintain all ongoing licensing- and accreditation-required professional development requirements throughout employment;
- Requires some evening and weekend availability to support family and community engagement activities, professional development, and special events;
- Must be able to work in classroom, museum, office, and outdoor learning environments in a variety of weather and environmental conditions;
- Must be able to provide for the care, supervision, safety, and physical needs of young children, including assisting with toileting, diapering, feeding, dressing, handwashing, transitions, other daily care routines, and emergency response as needed;
- Must be able to actively engage with children at their level throughout the day, including sitting on the floor, kneeling, crouching, bending, reaching, climbing stairs, moving quickly in response to safety needs, and participating in indoor and outdoor experiences;
- Must be able to safely lift up to 50 pounds; and
- Must maintain a current and valid driver's license if position duties require travel on behalf of Explora.

Explora is an equal opportunity employer and is committed to building a culturally diverse staff that reflects the demographics of New Mexico. We actively seek candidates from all backgrounds and identities and encourage candidates from diverse perspectives, experiences, and identities to apply.

Employee Acknowledgement

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at will" and may be concluded at the convenience of Explora Science Center & Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

Employee signature	Date signed
Director signature	Date signed