|  |  |  |
| --- | --- | --- |
| Position | | |
| Position Title | | Classified Exempt |
| Division / Department | Incumbent | |
|  | Name or New/Vacant | |
| Reports to | Date | |
| Supervisor Name | Date | |
| HR Review  Name | Date  Date of Review | |

Position Summary:

Enter a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position; include key responsibilities (such as front line supervisory, budget reconciliation, statistics and report, etc) reporting relationship, position type (exempt, classified, faculty, etc.,) and who this person reports to.

Essential Functions:

* Functions of the position
* Bulleted item – Press enter after each line to create new bullet

Minimum Qualifications:

* Degree requirements (High School Graduate or equivalent, Bachelor’s degree from an accredited college or university, etc.,)
* Bulleted item – Press enter after each line to create new bullet

Preferred Qualifications:

* Bulleted item – Press enter after each line to create new bullet

Conditions of Employment:

* Successful completion of a criminal history background check.
* Bulleted item – Press enter after each line to create new bullet

The Successful Candidate will Demonstrate:

* Bulleted item – Press enter after each line to create new bullet

Application Materials & Procedure:

Complete application packages must include the following:

1. Tacoma Community College application
2. Resume & cover letter. In your cover letter indicate how your background and experience meets the qualifications for this position. Specifically address your experience, training, and knowledge in providing empathy and respect in the care and nurturing of children 1 month to 5 years of age in an early childhood program and your supervisory experience.
3. Copies of transcripts for all colleges and universities attended (official transcripts will be required for the successful candidate). (For positions that require degrees for minimum qualifications)
4. Cultural Diversity Statement (Exempt and Full-time Faculty positions)

Terms of Employment:

Example for Classified:

This is a full time classified position scheduled to work Monday through Friday, 8:00 am to 5:00 pm. The salary range is $ to $ per month. Flexibility in scheduling is required to meet the needs of the department. Tacoma Community College offers a generous benefits package to include: health, dental, life and long-term disability insurance, state retirement, vacation leave, sick leave and holiday pay. A collective bargaining agreement exists and membership in the Washington Federation of State Employees or payment of a service fee is required within 30 calendar days of employment. The layoff unit for this position is “All Other WFSE Classified”.

Example for Exempt:

This is full-time exempt administrative position. The annual salary range for this position is $-$ per month DOE/DOQ. The salary will be prorated to reflect the actual number of contract days worked in the remainder of the fiscal year. Flexibility in scheduling is required to meet department needs. Tacoma Community College provides a generous comprehensive benefits package. Inclusive of considerate PTO, competitively affordable medical-dental plans, substantial life insurance options and broad range of retirement plans. Degrees must be from accredited colleges or universities recognized by the U.S. Department of Education and verified by National Student Clearinghouse.

Tacoma Community College values diversity and is an Equal Opportunity Employer and Educator

Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the American with Disabilities Act and Federal Rehabilitation Act. Tacoma Community College is a smoke-free/drug free environment. This recruitment announcement may not reflect the entire job description and can be change and or modified at any time.

**Tacoma Community College**

**6501 S 19th St Bldg. 14, Tacoma WA 98466** [**www.tacomacc.edu/about/employment**](http://www.tacomacc.edu/about/employment)