

Explora Job Description

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



Group: Brillante Early Learning Center

Position: Assistant Teacher

Reports to: Director of Brillante Early Learning Center

FLSA status: Hiring for both full-time (40 hours per week) and part-time (hourly) positions

Salary: Full-time, hourly at \$15-19/hour, based on qualifications; 100% employer-paid health insurance premiums and additional benefits for full-time employees; 9:30 am to 5:30 pm shift preferred. This position qualifies for pay parity compensation through NM ECECD (<https://eceedscholarship.org/wage-parity-information/>).

Position Summary:

Be a founding educator at Brillante Early Learning Center at Explora! As part of the teaching team, Brillante Assistant Teachers support joyous, nurturing, exploration-based learning environments for children in a new full-day (7:30 am to 5:30 pm) preschool/childcare program located in Explora Science Center & Children's Museum. Guided by Brillante's mission, core values, and inquiry-based approach to early learning, the Assistant Teacher collaborates with colleagues, builds strong relationships with children and families, and supports the daily functioning of the classroom, ensuring the highest quality of care and education.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Core Teaching and Learning
 - Support the implementation of developmentally appropriate, inquiry-based lesson plans designed by the teaching team.
 - Actively engage with children in play, projects, and daily routines, with a particular focus on supporting social emotional development and executive functioning.
 - Foster an inclusive, culturally responsive classroom where every child is respected as a competent, valued community member.
 - Assist in observing and documenting children's learning through notes, photographs, and portfolio contributions.
 - Model respectful, nurturing interactions with children that promote care, wellness, and a strong sense of belonging.
- Team Collaboration and Professional Growth
 - Collaborate closely with the Lead Teacher and other staff members to create a cohesive, supportive classroom community.
 - Participate actively in team planning sessions, reflection meetings, and professional development opportunities.
 - Take responsibility for delegated classroom tasks, including curriculum implementation, supervision, documentation, and preparation of materials.
 - Communicate effectively and respectfully with team members to ensure a smooth, collaborative daily rhythm.
 - Maintain up-to-date knowledge of classroom practices, curriculum, and program goals.
- Family Engagement
 - Support the building of strong, trusting relationships with families by engaging in warm, welcoming daily interactions.

- Participate in family engagement activities, events, and conferences as requested.
- Classroom Environment and Safety
 - Help maintain safe, clean, organized, and aesthetically welcoming learning environments, including outdoor spaces.
 - Monitor and support the health, safety, and well-being of all children in accordance with NM ECECD licensing regulations and Brillante policies.
 - Assist with tracking meal counts and supporting safe and healthy meal and snack times.
- Organizational Values and Workplace Culture
 - Reflect and uphold Brillante’s core values—Children, Community, Professionalism, Care, and Experiential Inquiry—in all aspects of work.
 - Demonstrate shared workforce skills including effective communication, flexibility, accountability, and conflict resolution.
 - Adapt to feedback and changing needs with professionalism and openness.
 - Maintain confidentiality and respect for children, families, and colleagues at all times.
 - Represent Brillante and Explora in a professional and positive manner during all programs, events, and community interactions.

All of the duties and responsibilities of this position must be practiced in alignment with NM Early Childhood Education and Care Department licensing regulations, accreditation expectations, certain grant requirements, and expectations for Brillante best practice.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- An associates degree in early childhood education or very closely related field or pursuing an associate degree in early childhood
- Experience working with young children
- Knowledge of child development and developmentally appropriate practices
- Sensitivity with children and families who represent a wide range of social and socio-economic risk factors and the ability to work well in culturally diverse settings with knowledge of local populations served
- Strong verbal skills, demonstrating professionalism, patience, and tact when communicating with children, families, colleagues, and community partners
- Ability to balance day-to-day demands of the classroom, while remaining present with children and supporting learning opportunities
- Comfortable keeping up with electronic communication and using online collaboration tools (e.g., Google Docs and Calendar)
- Familiarity with the Reggio Emilia Approach and emergent, play-based curriculum and expressed interest in STEAM learning preferred
- Bilingual is preferred, but not required

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting and utilizing virtual collaboration tools;
- Requires effective eye-and-hand coordination and manual dexterity;
- Regularly requires standing and walking, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing;
- Must be able to take care of physical needs of young children, including diapering, feeding, and clothing changes; and
- Must be able to lift 50 pounds.

Work Conditions:

- Most essential duties are performed in a classroom, museum, and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum and classroom facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.
- Work will periodically require some evening or weekend hours for family engagement functions.

Employment Screening and Compliance:

- Annual flu and Covid vaccinations are encouraged.
- Must be CPR certified within 90 days of hire
- Background clearance as required by ECECD.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Position may require a person to be bonded.

Explora Science Center & Children’s Museum of Albuquerque is an equal opportunity employer.

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 and 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