



Classified Job Announcement

Child Development Center Associate Teacher

Substitute Pool

Cerro Coso Community College

Salary Range: 34.5A

Rate: \$12.85/Hour

Application Procedures

Applications are available at the Human Resources Office at our Ridgecrest Campus. ***To be considered, all materials listed below must be received in the Human Resources Office.*** Submit completed applications to: Cerro Coso Community College, Human Resources, 3000 College Heights Blvd., Ridgecrest, CA 93555. For more information, or to request an application, call the college at (760) 384-6229. Applications for the substitute pool will be accepted on a continuous basis.

- Kern Community College District Classified "Staff" Application (Must be signed, and all sections complete)
- Resume
- Transcripts (unofficial copies are acceptable during the screening and interview process.)
 - Transcripts must clearly display:
 - Name of class
 - Number of units
 - Grade
- Verification of Experience (50 days of 3+ hours per day within 2 years.) *(If you have a valid Child Development Center Permit, you do not have to provide transcripts and verification of experience.)*

Successful applicant must provide proof of identity and legal authority to work in the United States.

BASIC FUNCTION: Under supervision, provide assistance to the classroom teacher in the care, development, and instruction of preschool children and infants in a child development center program.

REPRESENTATIVE DUTIES: Assist the Teacher in planning and coordination of classroom activities and instruction; develop and maintain developmentally appropriate, safe learning environments. Supervise and directly interact with children in a warm and positive manner. Prepare age and developmentally appropriate lesson outlines, plans, and other activities for science, math, music, art, language, social, emotional, and physical development of the children; submit to Teacher for review. Conduct demonstrations and learning activities for children. Serve as primary caregiver for an assigned group of children; perform initial and periodic state required evaluations. Conduct conferences with parents to discuss child status, progress, and problems; assist in developing and implementing conflict management and problem solving strategies with children. Follow center policies and procedures including those for health and safety; provide information to employees, volunteers, students, and families on health, safety, and transportation, and other policies. Oversee groups of children in various indoor and outdoor activities; set up and disassemble playground equipment; assure safe indoor and outdoor play. Supervise the use of the restrooms; change and launder wet or soiled clothes; change diapers; assist in toilet training. Prepare and serve nutritional snacks and lunches; prepare bottles, formulas and infant meals; assist in preparing and revising basic menus; supervise snack and meal times. Administer basic First Aid as needed; teach and encourage good health and safety habits. Perform light housekeeping duties including washing dishes, clearing lunch tables, sweeping floors, and emptying waste receptacles; maintain the classroom and outdoor environment in a safe, sanitary, and orderly condition. Operate a variety of classroom equipment and appliances including a copier, laminator, paper cutter, computer, vacuum cleaner, washer, dryer, and microwave; assure proper food storage; sterilize kitchen area; maintain food production worksheets. Maintain appropriate records as requested. Assist in identifying special needs of children and/or families. Oversee and participate in evaluation of laboratory students and the supervision of activities. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Early childhood education programs, practices, and techniques. Current best practices for inclusive early childhood education. Instructional and tutorial techniques. Requirements of maintaining a children's center in a safe,

clean, and orderly condition. Policies and objectives of assigned program and activities. Interpersonal skills using tact, patience, and courtesy. Health and safety regulations. Principles and practices of personal hygiene. Sanitation practices related to handling and serving food. Basic First Aid techniques.

ABILITY TO: Develop age and developmentally appropriate lesson plans and outlines. Effectively conduct activities for children. Monitor the behavior of young children and oversee activities. Maintain a children's center in a safe, clean, and orderly condition. Apply basic principles and practices of nutrition. Administer basic First Aid. Understand and follow oral and written directions. Prepare and serve food in accordance with health and safety regulations. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Observe health and safety regulations.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by twelve semester units of course work in early childhood education or a related field **and** one year of experience working with children in an organized setting. Possession of, or eligibility to obtain and retain, a **Child Development Associate Teacher Permit** issued by the California Commission on Teacher Credentialing.

LICENSES AND OTHER REQUIREMENTS: Maintain satisfactory level of progress toward and the successful completion of the Professional Development requirement for Permit renewal. Completion of pediatric CPR and first aid training through an accredited or approved program. Possession of a current pediatric CPR and first aid certificate. Satisfactory completion of a pre-employment physical assessment. Satisfactory completion of pre-employment drug testing. Clear criminal record check including fingerprints.

WORKING CONDITIONS:

ENVIRONMENT: Classroom and playground environment.

PHYSICAL DEMANDS: Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 2 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Cerro Coso Community College to provide all persons with equal employment and educational opportunities without regard to race, color, ethnicity, ancestry, religion, gender, sexual orientation, national origin, marital status, physical or mental disability, or age. Cerro Coso Community College and the Kern Community College District intend to abide by the provisions of the immigration reform and control act by hiring only those authorized to work in the United States. Successful applicants will be required to provide proof of their right to work as outlined in the IRCA Regulations.

Permit Matrix

- One course in each of four general education categories required: English, math or science, social science, humanities
- Core courses= Child Growth and Development, Child/Family/ Community, and Programs/Curriculum.
- Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

Title	Education Requirement	Experience Requirement	Five Year Renewal	Alternative Qualifications	Authorization
Assistant (Optional)	6 units of *Early Childhood Education (ECE) or Child Development (CD)	None	105 hours professional growth	Accredited HERO program (incl. ROP); or CTC approved training	Assist in the instruction of children under supervision of Assoc. Teacher or above.
Associate Teacher	12 units ECE/CD including core courses	50 days of 3+ hours per day within 2 years	Must meet teacher requirements within 10 years	Child Dev. Associate Credential; or CTC approved training	May provide instruction and supervise Assistant
Teacher	24 units ECE/CD including core courses + 16 GE units	175 days of 3+ hours per day within 4 years	105 hours of professional growth	AA or higher in ECE or related field w/3 sem. unit supervised field exp. in ECE setting; or CTC approved training.	May provide instruction and supervise all above (including Aide)
Master Teacher	24 units ECE/CD including core courses + 16 GE units; + 6 specialization units; + 2 adult supervision units	350 days of 3+ hours per day within 4 years	105 hours of professional growth	BA or higher w/12 units of ECE, +3 units supervised field exp. in ECE setting; or CTC approved training	May provide instruction and supervise all above (incl. Aide) May also serve as coordinator of curriculum and staff development
Site Supervisor	AA (or 60 units) with 24 ECE/CD units (incl. core); +6 units administration; +2 units adult supervision	350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults	105 hours of professional growth	BA or higher w/12 units of ECE, +3 units supervised field exp. in ECE setting, Teaching or Admin. credential w/12 units of ECE, +3 units supervised field exp. in ECE setting; or CTC approved training	May supervise single site program, provide instruction, and serve as coordinator of curriculum and staff development
Program Director	BA with 24 ECE/CD units (incl. core); +6 units administration; +2 units adult supervision	Site supervisor status and one program year of site supervisor experience	105 hours of professional growth	Teaching or Admin. credential w/12 units of ECE, +3 units supervised field exp. in ECE setting; or CTC approved training	May supervise multiple site program; provide instruction; and serve as coord. of curriculum and staff development

Child Development Permit

Verification of Experience

- If experience is a requirement for your permit, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is required for the permit level you are applying for. The experience requirements for each permit level are indicated below. Check the permit level you are applying for:

Permit Level	Required Experience
<input type="checkbox"/> Assistant	None
<input type="checkbox"/> Associate Teacher	50 days of 3 + hours per day within 2 years
<input type="checkbox"/> Teacher	175 days of 3 + hours per day within 4 years

- If you have served in more than one position for a single employer, have a separate form completed for each position that you held.
- Do not have your employer mail this form directly to the Child Development Training Consortium or the California Commission on Teacher Credentialing. It must be submitted with your completed Child Development Permit application.

This is to verify/certify that:	_____
	(Name of applicant)
has served satisfactorily from:	_____
	(Month and Year)
to:	_____
	(Month and Year)
in the position of:	_____
	(State Job Title)
with the following age group(s):	_____
in the following capacity:	<input type="checkbox"/> Full-time # Hours/Day _____, # Days/Week _____ <input type="checkbox"/> Part-time # Hours/Day _____, # Days/Week _____ <input type="checkbox"/> Day-to-Day Substitute Total days worked _____
Documentation of supervising experience for the Site Supervisor Permit: (minimum 100 days)	_____ _____ _____
Employer:	School/Agency: _____ Address: _____ City: _____ Zip: _____ Phone: _____
Verified by:	Signature: _____ Name (please print): _____ Title: _____ Date: _____ Phone: _____