

Yuba Community College District

Human Resources Development and Personnel Services

Building 100A, Room No. 21

2088 North Beale Road, Marysville, CA 95901

TTY (hearing impaired): (530) 634-7760 Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT – RE-EXTENDED

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING
AND BOARD APPROVAL

POSITION: CHILD DEVELOPMENT INSTRUCTIONAL SPECIALIST
DEPARTMENT: CHILD DEVELOPMENT CENTER
FINAL FILING DATE: MONDAY, MARCH 31, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
YOU MUST SUBMIT COPIES OF ALL COLLEGE TRANSCRIPTS,
CREDENTIALS AND/OR CERTIFICATES
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$2707 - \$2971/MO. (CSEA Salary Schedule, initial placement will not be higher than the
above listed salary, the top step for this position is \$3752/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of an assigned Dean or designee, plan, organize and evaluate learning experiences for Early Childhood Education students and children in a children's center learning lab environment.

REPRESENTATIVE DUTIES:

- Plan and conduct student orientation to learning laboratory classes and conduct tours of the assigned center; organize and prepare laboratory classroom prior to class and reorganize following class. (E)
- Assist in the development and implementation of instructional programs of a campus-based infant/toddler, preschool and school-age program; assist in developing self-concept and acceptance of cultural diversity. (E)
- Conduct daily large group presentation; work with small groups of children in a variety of activities; direct activities in the classroom and outside yard area; maintain order and discipline. (E)
- Provide an environment to facilitate physical and emotional development of infant/toddler, pre-school, school-age children; maintain an environment conducive to learning; plan activities, instructional materials and lesson plans appropriate for assigned age level. (E)
- Assist in the design, development and evaluation of student learning laboratory materials; confer with instructional staff and students regarding assignments, student progress and child progress. (E)
- Conduct daily health check of children and students; schedule and re-schedule student daily assignments. (E)
- Participate and assist in parent conferences and orientation. (E)
- Operate a variety of audio-visual and office equipment. (E)
- Prepare and maintain a variety of records and reports related to attendance, skills development, lesson plans, student performance and accidents; perform clerical support duties as assigned and assist in ordering instructional supplies and equipment. (E)
- Refer parents and families to appropriate community services. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

- Current concepts used in Early Childhood Education.
- Basic child psychology and development.
- Curriculum planning for a child development program.
- Health and safety requirements for children.
- Methods of observing, evaluating and recording child behavior.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, develop and implement educational experiences for children.
- Tutor and direct parent and college student participation in planned activities.
- Maintain a healthy and safe environment.
- Work independently with little direction.
- Apply and explain policies, procedures, rules and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.

EDUCATION AND EXPERIENCE: Must meet existing applicable state regulations, specifically: any combination equivalent to 24 units ECE/CD including core courses plus 16 GE units plus 6 units specialization, plus 2 units of adult supervision, and 3 units of Infant/Toddler course required by CCL Title 22 AND 350 days experience in a child care center environment within the past four years.

LICENSES AND OTHER REQUIREMENTS:

- A valid Child Development Master Teacher Permit or equivalent.
- A valid First Aid and CPR Certificate issued by an authorized agency.
- A California Child Care Provider Health and Safety Certificate (to be obtained within 30 working days from date of hire.)

ENVIRONMENT:

- Large, self-contained children's center environment.
- Outdoor play area with climbing structures, sand, and riding toys.
- Constant noise.

PHYSICAL ABILITIES:

- Lifting children and moderately heavy objects.
- Bending at the waist.
- Kneeling or crouching.
- Crawling.
- Seeing to observe infants and toddlers.
- Hearing and speaking to exchange information.
- Standing for extended periods of time.
- Carrying, pushing or pulling.
- Physical agility and stamina.

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **MONDAY, MARCH 31, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

NON PROFIT ORGANIZATION
 U S POSTAGE
 PAID
 MARYSVILLE, CA 95901
 PERMIT NO. 242

