
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: CHILD DEVELOPMENT ASSISTANT - .50 FTE – 10 MONTH
DEPARTMENT: CHILD CARE DEVELOPMENT CENTER - PRESCHOOL
FINAL FILING DATE: WEDNESDAY, JULY 16, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$1236 - \$1353/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$1708/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of an assigned Dean or designee, assist in the operation of a day care center for children; assist with providing a quality child development program.

REPRESENTATIVE DUTIES:

- Assist in the implementation of a program of activities that contributes to the care, growth and development of children and enhances their growth, development and safety. (E)
- Assist Yuba College Early Childhood Education students in implementing activities for children in a laboratory environment as part of their instructional program; provide input to Early Childhood Education student progress as directed. (E)
- Assist small groups of children follow established schedule of developmentally appropriate activities. (E)
- Assist with providing a quality child care program; assist in the planning and development of the Program; prepare lesson plans; compile resources and materials. (E)
- Attend and contribute to staff meetings as required; prepare records and reports as directed. (E)
- Record attendance of children; assist in discussions with parents as requested. (E)
- Assist in maintaining and controlling inventory of instructional supplies.
- Perform custodial and maintenance duties as required to maintain a physical environment that conforms to applicable standards of health and safety.
- Oversee the operation of the Center independently in case of absences or emergencies.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic child development and psychology.
- State Department of Social Services licensing requirements.
- Basic methods used in child care.
- Health and safety regulations.
- Oral and written communication skills.
- Infant and child CPR techniques.
- Basic pediatric first aid.

ABILITY TO:

- Assist in the operation of a day care center for children.
- Assist with providing a quality child development program.
- Assist in the implementation of a program of activities that contributes to the care, growth and development of children and enhances their growth, development and safety.
- Lead activities for children.
- Understand and follow oral and written instructions.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: sufficient course work to qualify for a Child Development Associate Permit including at least twelve core units in Early Childhood Education or equivalent courses and one year of experience in a child development program.

LICENSES AND OTHER REQUIREMENTS:

- Child Development Associate Permit or equivalent.
- Appropriate First Aid and CPR certificates.

- 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 Classified 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 **WEDNESDAY, JULY 16, 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.)

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