

Position Information

Title	Child Development Instructional Specialist - 1.0 FTE - 12 Month
Job Category	Classified
Position Number	
Location	
Job Description	<p>*BASIC FUNCTION:*</p> <ul style="list-style-type: none"> • 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.
Job Duties	<p>*REPRESENTATIVE DUTIES:*</p> <ul style="list-style-type: none"> • 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. <p>*KNOWLEDGE OF:*</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Interpersonal skills using tact, patience and courtesy. <p>*ABILITY TO:*</p> <ul style="list-style-type: none"> • 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.
Required Qualifications	<p>*EDUCATION AND EXPERIENCE:*</p> <p>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.</p> <p>*LICENSES AND OTHER REQUIREMENTS:*</p> <ul style="list-style-type: none"> • 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).
Desired/Preferred Qualifications	
Physical Demands	<p>*ENVIRONMENT:*</p> <ul style="list-style-type: none"> • Large, self-contained children's center environment. • Outdoor play area with climbing structures, sand, and riding toys. • Constant noise. <p>*PHYSICAL ABILITIES:*</p> <ul style="list-style-type: none"> • 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.
Special Conditions for Eligibility	

FLSA	Non-Exempt
Range/Step	Range 23, Step 1 - Step 3
Salary	\$2,876.20 - \$3,156.43/MO.
Benefits Information	<p>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 (CalPERS).</p> <p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$20,407 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days – 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.