

EMPLOYMENT OPPORTUNITY

Announcement Date: September 16, 2002

Position Number 02-73
Closing Date: Continuous Recruitment

Position: **CHILD DEVELOPMENT TEACHER - Child Development Center**
NO HEALTH BENEFITS Categorically Funded

Salary: **Starting Salary- Range 21 \$16.64/hourly**

Starting Date: **To establish a list of qualified substitutes to be used on an on call basis.**

Position Information:

Under the direction of an assigned supervisor, instruct and supervise children in a variety of academic subjects and creative activities such as language, science, math, music, art and social, physical and motor development activities; instruct children in appropriate health and safety habits. Plan and prepare lessons and materials for classroom activities. Plan and supervise children's playground activities and rest periods. Serve snacks and meals to children. Plan and participate in field trips and other special activities. Participate in the selection, training and evaluation of teacher aides; provide work direction and guidance to parent and student volunteers and student teachers. Maintain classroom in a clean and orderly condition; clean classroom after eating, playing and learning activities. Participate in the selection of instructional materials and supplies as needed. Observe and evaluate student progress and development; prepare special activities for skills that need further attention. Maintain a variety of records and files, such as records of attendance and student evaluations. Perform a variety of general clerical duties related to the instruction of children; attend staff meetings and attend workshops. Perform related duties as assigned.

QUALIFICATIONS:

Education and experience: Any combination equivalent to: Possession of Children's Center Permit issued by the State Department of Education and 11/2 years of related classroom teaching experience, per the state requirements.

LICENSES AND OTHER REQUIREMENTS:

Children's Center Permit issued by the State Department of Education and a valid Red Cross First Aid Certificate, and Ped. CPR and First Aid Certificate from the American Red Cross or other authorized agency.

WORKING CONDITIONS:

Children's Center environment; work includes indoor and outdoor environment; subject to lifting, carrying, pushing and stooping and exposure to communicable diseases.

KNOWLEDGE AND ABILITIES:

Knowledge of: Current principles and practices of early childhood education and development. Instructional methods, aids and games. General needs and behavior of pre-school children. Applicable laws, rules and regulations. Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. Record-keeping techniques. Oral and written communication skills.

Ability to: Instruct and oversee pre-school children in a variety of academic subjects and creative activities. Plan and prepare classroom lessons and materials. Develop and maintain effective relationships with pre-school children. Maintain a healthy and safe environment. Provide work direction to others. Lift equipment and children weighing up to 50 pounds. Maintain records and files. Analyze situations accurately and adopt an effective course of action. Plan and organize work. Establish and maintain cooperative and effective working relationships with others. Work independently with little direction.

METHOD OF APPLICATION:

Anyone interested in this position must request a Rio Hondo College Classified Application and a Supplemental questionnaire from the Office of Human Resources and return the application and Supplemental Questionnaire, *with a resumé*, to the Office of Human Resources before the closing date listed above.

The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.

As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official agency on a BID-7 card. For positions requiring a valid California driver's license, proof of insurability is required.

Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, due to a disability, please notify the Human Resources Office.

A copy of this announcement will be provided in Braille to visually impaired applicants upon request.



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