

EMPLOYMENT OPPORTUNITY

Position Number: 08-31
Closing Date: Open

Position: CHILDREN'S CENTER AIDE – Child Development Center- hourly as needed
Salary: Range 1 - \$10.13/hourly
Starting Date: As Needed – This is to establish a pool for future positions.

Position Information: This is an hourly as needed pool for Children's Center Aides. The days and hours may vary.

Under the direct supervision of a Child Development Teacher or Child Development Coordinator, assist the teacher in all classroom functions and activities ; provide supervision of the children and ensure a safe environment for all while providing opportunities for children to explore and grow ; and to do related work as required. Assignments may include but are not limited to: Serve as a role model to the children, modeling correct speech and behavior. Provide health assistance to the children with toileting, hand washing and doing laundry. Assist and report any injuries a child incurs. Supervise children for safety, pick up toys, remove obstacles, prepare playdough, paint and a variety of other materials for use in the classroom. Set up indoor and outdoor equipment, such as blocks, tricycles, ball, slides, pools, water tables, animal cages. Read to children. Serve food to children. Maintain classroom cleanliness and other areas as necessary to continue program operation. Feed and care for classroom pets, including cleaning cages. Provide encouragement and emotional support to children. Set up cots with blankets and sheets at naptime. Assist children at naptime by providing a quiet and restful environment. Other related duties as assigned.

QUALIFICATIONS: At least twelve (12) units of Early Childhood Education courses required.

Special Requirements: Tuberculosis (TB) test and fingerprint clearance (to include FBI, DOJ, and child abuse index) required. Physical examination required.

Working Conditions: Child Development Center environment; subject to stooping, pushing, pulling, bending, and lifting up to 40 pounds.

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Basic classroom safety procedures. Appropriate speech and behavior including conflict resolution. **ABILITY TO:** Perform routine health tasks such as toileting and hand washing. Practice safety. Read expressively to children and explain and discuss concepts presented through reading, song, and movement. Model appropriate speech and behavior. Provide support and guidance to young children.

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 completed forms, **with a resumé** by 4:30 on the closing date listed above. All applicants meeting the minimum qualifications may be required to take a test and will be notified of the date and time.

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 live scan agency. 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. CP5155



Office of Human Resources
3600 Workman Mill Road
Whittier, CA 90601
(562) 908-3405

An
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Job line # (562) 692-3677
FAX # (562) 908-0411
TDD # (562) 908-3422
(For Hearing Impaired)
www.riohondo.edu



SUPPLEMENTAL QUESTIONNAIRE CHILDREN'S CENTER AIDE #08-31

PLEASE NOTE: It is your responsibility to make sure that all requested information is complete on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. IT IS THEREFORE, VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE.

PLEASE PROVIDE TYPED OR WORD-PROCESSED RESPONSES ON SEPARATE PAGES.

1. Please describe how your background and experience has prepared you to work with preschool children.
2. Please describe your philosophy in regard to disciplining children.
3. How would you provide encouragement and emotional support to children?
4. If hired, what days and hours would you be available to work?

Please print your name