

Child Development Center Teaching Assistant  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=233014>

Downloaded On: May. 9, 2024 10:10am

Posted Mar. 15, 2024, set to expire May 31, 2024

**Job Title** Child Development Center Teaching Assistant  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Mar. 15, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5107005>

**Apply By Email**

**Job Description**

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**Child Development Center Teaching Assistant**

HR EMPLOYMENT/CAREERS

**Closing Date: 04/04/24\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

**Starting Salary:**\$4,070.82 (per month) plus benefits.

**Full Salary Range:** \$4,070.82 - \$5,348.24 (per month); **Salary Grade:** C1-32

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**The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We have four(4) openings.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

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### **DEFINITION**

Under general supervision, provides assistance in the care, development and instruction of children in the Child Development Center; supports teachers in implementing the curriculum and activities in accordance with District policies and procedures and state regulations; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Child Development Center. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that provides care, guidance and developmentally appropriate learning and socialization experiences for children to encourage and facilitate positive physical, intellectual, social and emotional development. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Child Development Center Teacher in that incumbents in the class provide support to the teachers.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Provides primary care giving for infants, toddlers, and preschoolers in the program.
2. Supervises children individually and as a group in the classroom and on the playground to prevent injuries; notes any signs of distress and illness and takes appropriate action; administers basic first aid as needed; may administer medications to children per physician orders.
3. Ensures maintenance of a clean and safe learning environment including classroom and outside play area; maintains clean and sanitized eating, diapering and napping areas and equipment; assists in cleaning the classroom and playground; maintains emergency supply inventory.
4. Supervises the use of the restrooms; changes and launders wet or soiled clothes; changes diapers; assists in toilet training.
5. Assists and participates in children's daily activities in and out of the classroom; sets up and disassembles playground equipment and toys; ensures safe indoor and outdoor play activities.
6. Performs administrative duties in support of classroom activities; prepares and duplicates a variety of correspondence and other materials; assists in ordering instructional supplies and equipment.

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7. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices and methods of instruction, care and supervision of infant, toddler and/or preschool-aged children.
2. Concepts of child development and behavior patterns of infant, toddler and/or preschool-aged children.
3. Procedures and practices for maintaining classroom and playground safety, including basic first aid.
4. Record keeping principles and procedures.
5. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
6. English usage, grammar, spelling, vocabulary, and punctuation.
7. Modern office practices, methods, and computer equipment and software relevant to work performed.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Monitor, supervise and oversee the daily activities and operations of a classroom.
3. Create and maintain a safe learning environment.
4. Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
5. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
6. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
7. Use English effectively to communicate in person, over the telephone, and in writing.

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8. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
9. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to the completion of the twelfth (12th) grade **AND** one (1) year of experience working in an early childhood education program.

### **Licenses and Certifications:**

First Aid certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in classroom and playground setting, use playground and standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Must possess the physical stamina to bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in instructional and care activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and children, typically weighing 30 pounds, and occasionally up to 100 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a classroom with exposure to moderate to high noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR or when tending to children's hygiene.

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**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full -Time, Permanent, 12 months

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be eligible to elect to the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: [http://hr.fhda.edu/\\_downloads/2018-2021%20ACE%20Agreement.pdf](http://hr.fhda.edu/_downloads/2018-2021%20ACE%20Agreement.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

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The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1550?c=fhda>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Foothill-De Anza Community College District

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