

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

Job Title	Laboratory Assistant - Child Development Observation (Part-Time)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Feb. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
Apply Online Here	http://apptrkr.com/1391543

Apply By Email

Job Description

Laboratory Assistant - Child Development Observation (Part-Time)

Mt. San Antonio College

Job Category: Classified Unit A

Employee Group:

Time (Percent Time): 47.5%

Term (months/year): 10 months/year

Current Work Schedule (days, hours): Monday-Thursday, 8:00 a.m.-1:00 p.m.; Friday, 8:00 a.m.-12:00



Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

p.m. (19 hours to be determined)

Salary Range: A-45

Salary: Steps 1 - 6, \$1,464 - \$1,868 per month (prorated)

Shift Differential:

Health & Welfare: Employees working less than fifty (50%) percent are not eligible for health and welfare benefits.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

*Note Salary and Health & Welfare Benefits are subject to change

Department: Business Division

Open Date: 01/25/2019

Closing Date:

Open Until Filled: Yes

Basic Function/Overview:

DEFINITION

Under general supervision, provides technical and instructional support services for students; provides orientation sessions, prepares and sets up child observation laboratory, instructional materials, and supplies; assists students in the use and operation of observation equipment, and materials related to the District's Child Development discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Business. Exercises no direct supervision of staff. Provides technical and functional direction and guides students enrolled in Child Development courses with assignments requiring child observation or early childhood classroom observations.

CLASS CHARACTERISTICS

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

This is a journey-level class responsible for conducting a variety of technical and instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents 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 assigned area of responsibility. This classification is distinguished from other laboratory assistant classifications by having subject matter expertise in the District's Child Development program, equipment, and materials.

Essential Duties/Major Responsibilities:

1. Prepares and sets up laboratory environment, organizes, arranges, stocks supplies and distributes materials; monitors equipment.
2. Train, assist, and monitor students, Child Development faculty, and CDC staff use of lab equipment.
3. Manage computer and paper files.
4. Create and modify various computer files (i.e. documents, spreadsheets, presentations).
5. Attend SARS Grid, camera, and sound system technical trainings.
6. Download, store, and print photographs for CDC and students educational use.
7. Organize, restock, clean, and maintain lab facility, equipment, and supplies.
8. Monitor operating status of cameras and observation equipment.
9. Assess and report technical problems with observation equipment to supervisor.
10. Identify and resolve small technical problems with observation equipment.
11. Assist in CDC data collection for observational use (i.e. childrens photo rosters, height, and weight)
12. Enforce lab code of conduct with student observers
13. Identify and direct students to use appropriate cameras for observation
14. Assign focus children based on criteria, including childrens age, childrens schedule, students schedules, students observation course and assignments, childrens special needs (if applicable), and the CDC classroom schedules.
15. Maintain confidentiality of students, childrens, and staff information, documentation, and discussion shared in the lab.
16. Attend lab staff meetings
17. Communicate professionally with students, lab staff, CDC staff, Child Development faculty, and representatives from other Mt. SAC departments as needed
18. Maintain open communication with fellow Lab Assistants, CDC staff, and Child Development faculty.

Other Duties:

Performs other related duties as assigned.

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

Knowledge Of:

1. Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the Districts Child Development Program.
2. Child Development Center Licensing requirements
3. Principles and practices used in the operations, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems.
4. Personal computer and network system application software packages, including word, Excel, PowerPoint, Lotus Notes
5. Occupational hazards and standard safety procedures.
6. Set-up, operation, demonstration, and maintenance of various equipment used in the Child Development Observation Lab.
7. Methods, practices, and techniques of student learning and instruction.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Record keeping principles and procedures.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

1. Train students and staff how to use observation cameras and equipment.
2. Tutor student with methods of child observation writing techniques and concepts.
3. Assist students and faculty in the use and operation of equipment and materials related to the assigned Child Development assignments.
4. Create an engaging and positive learning environment in the observation laboratory, or other learning environments.
5. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the assigned Child Development Observation Laboratory.
6. Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
7. Estimate and order required supplies and equipment.
8. Establish and maintain a filing, record keeping, and tracking systems.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Operate modern office equipment including computer equipment and software applications programs.
11. Use English effectively to communicate in person, over the telephone, and in writing.

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

12. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade and evidence of at least 3 units of college level Child Development coursework specific to child observation with passing grades, and completion of 3 units of college level English composition from a regionally accredited college.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

1. Current immunization against influenza, pertussis, and measles/mumps/rubella.
2. The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Drivers License.

Working Environment:

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, and communicable diseases. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a child observation laboratory and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in a child observation laboratory which requires standing and walking between work areas frequently. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

Hazards:

Instructions re: Confidential Letter of Recommendation:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=https://www.mtsac.edu/safety/pdf/asr_2018.pdf]https://www.mtsac.edu/safety/pdf/asr_2018.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on February 28, 2019, are assured consideration.

Applicants must submit all of the following materials online at

[url=http://hrjobs.mtsac.edu]http://hrjobs.mtsac.edu to be considered for this position:

Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:

[url=mailto:employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment).

Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=mailto:employment@mtsac.edu]employment@mtsac.edu.



Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.



Laboratory Assistant - Child Development Observation
(Part-Time)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=119632>

Downloaded On: Jun. 20, 2019 5:05pm

Posted Feb. 12, 2019, expired May 23, 2019

To apply, visit: [\[url=http://apptrkr.com/1391543\]](http://apptrkr.com/1391543)<https://hrjobs.mtsac.edu/>

Contact Information

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

Contact

N/A

Mt. San Antonio College

,