

Teacher - Children's Center
Allan Hancock College

Direct Link: <https://www.AcademicKeys.com/r?job=258463>

Downloaded On: Aug. 19, 2025 8:06pm

Posted Jun. 19, 2025, set to expire Oct. 19, 2025

Job Title Teacher - Children's Center
Department Children's Center
Institution Allan Hancock College
Santa Maria, California

Date Posted Jun. 19, 2025

Application Deadline Jul. 6, 2025

Position Start Date Available immediately

Job Categories Professional Staff
Other Administrative Categories

Academic Field(s) Education

Job Website <https://www.governmentjobs.com/careers/hancockcollege/ahccareers/jobs/4962866/teacher-childrens-center?page=2&pagetype=jobOpportunitiesJobs>

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Job Description

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Salary

\$3,919.00 - \$5,002.00 Monthly

Location

Lompoc Valley Center

Job Type

Classified Staff

Job Number

202200439

Department

Children's Center

Opening Date

06/16/2025

Closing Date

7/6/2025 11:59 PM Pacific

Position Summary

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DEFINITION

Under supervision of the Director, Children's Center, the incumbent will assist with day-to-day operations of the center including provisions of early care and education services for young children in all developmental domains; follow Children's Center policies, interprets Children's Center policies, procedures, and regulations; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS

This position, under minimal supervision, will provide service in the care, development and instruction of young children. Incumbent will apply Early Care and Education best practices to provide a positive climate, maximizing learning opportunities, effective facilitation, with rich/advanced child/teacher interactions while meeting all state licensing requirements that include but not limited to: adult-child ratios, documentation, and all other day-to-day functions.

Essential Functions and Qualifications

ESSENTIAL FUNCTIONS:

1. Adheres to all licensing regulations and funding terms and conditions.
2. Implements program quality measures at a classroom level and adheres to all state and licensing regulations.
3. Ensures appropriate practices to guarantee an environment that is responsive and nurturing to young children's daily needs.
4. Assists with classroom lesson planning, classroom environments, and classroom activities.
5. Generate daily lessons and schedules to support children's development and needs.
6. Will assist center director by maintaining all required documentation that includes: children's files, assessments for children, lesson planning, licensing documentation, NAEYC

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- Accreditation, and student worker staffing patterns to maintain adult/child ratios.
7. Monitors the ongoing screening and ongoing assessment of children.
 8. Builds a culturally sensitive approach to establish a developmental profile for each child.
 9. Shares responsibility for overall quality of education experience for young children in the classroom setting.
 10. Supports partnership between teachers, parents, student workers, and center director.
 11. Actively collaborates with parents in an ongoing and positive manner to support each child's development.
 12. Ensures day-to-day operations to meet all children's development needs in both the indoor and outdoor classroom environments.
 13. Maintains current inventory of classroom supplies, following program procedures for replacement of supplies.
 14. Provide a model environment for adult learners and parents/guardians.
 15. Implements all regulations related to indoor and outdoor safety.
 16. Follows and uses universal health precaution guidelines.
 17. Keeps program director informed of day-to-day functions.
 18. Participates in daily housekeeping duties.
 19. Performs other related duties as assigned.

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation;
- Written business communications;
- Principles and procedures of financial and clerical record keeping and reporting methods;
- Pertinent federal, state, and local laws, codes, and regulations related to the assignment;
- Principles of public speaking, good customer service, and public and human relations techniques;
- General office procedures, practices, and methods;
- Mathematical computations;
- Services provided at the college and in the community.

Demonstrated ability to:

- Coordinate and implement special program goals;
- Understand and follow oral and written instructions;

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- Communicates effectively via speech, telephone, written correspondence, and/or email.
- Establish and maintain cooperative and effective working relationships with others.
- Learn and interpret specific rules, law, and policies and apply them with good judgment in a variety of procedural situations;
- Operate a computer with accuracy and speed;
- Establish and maintain records and files;
- Compose correspondence independently.
- Make mathematical calculations;
- Proofread materials.

Working Conditions:

- Duties are primarily performed in a classroom environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular working day.
- The incumbent will have contact, in person, by phone, by videoconferencing or via email with staff, students, and the general public.

Physical Demands:

- Clarity of vision for the purpose of monitoring children.
- Sit or stand for extended periods of time both indoors and outdoors.
- Bend, twist, push and pull, stoop, kneel, crawl, and climb; reaching overhead, above shoulders, and horizontally.
- Lift and/or carry 50 lbs. for the purpose of picking up and/or lifting a child.
- Sit on floor and/or small tables and chairs.
- Exert manual dexterity sufficient for keyboard and other office equipment operations.

Special Qualifications:

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, including those with disabilities.

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Minimum Qualifications

Education and Experience:

- Minimum 24 ECE and general education units equivalent to an associate degree; with knowledge of Early Childhood Studies academic program philosophies;
- Minimum one year experience working in a CA State Licensed preschool or toddler center program based as an employee, laboratory student, or combination of the two.

Required Certification/License:

- Must possess a State of California Commission on Teacher Credentialing Master Teacher Permit or higher
- Pediatric First Aid/CPR Certified
- Must pass DOJ and FBI background check and have cleared fingerprints
- Current TB clearance
- Up-to-date immunizations according to the Department of Social Services, Community Care Licensing; must include Measles, and Pertussis Flu preferred

Additional Information

Additional Information

The desired start date is August 2025. This is a full-time, 37-hour, classified, 11-month position.

Work Schedule: Monday - Thursday, 8:00 a.m. - 4:30 p.m. and Friday, 8:00 a.m. - 4:00 p.m.

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To be considered for this position, the candidate must submit the following application materials by **Sunday, July 6, 2025 by 11:59 PST:**

- Cover letter.
- A current and complete resume/CV of education and professional experience.
- Transcripts (unofficial copies are acceptable for the application process). **Official transcripts are required at the time of hire.**
- Proof of certification/license.

Allan Hancock College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Allan Hancock College will not sponsor any visa applications.

Contact Information

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

Contact

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