



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT**

- POSITION:** **Early Childhood Instructional Specialist**  
(Establish a Pool for department needs; Pool valid for 1 year)
- SALARY:** **\$21.25/hour**
- DEADLINE:** **Ongoing Pool**  
**(Immediate need to establish a pool)** Applications reviewed on an as received basis and hired as needed
- SCHEDULE:** (Individual work schedule is to be determined by the department's needs and will fall within the scheduled college hours of operation. Total hours scheduled cannot exceed 25 hours per week and/or 100 hours per month)
- ASSIGNMENT:** **Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.**  
**(Days are counted regardless of # of hours worked per day)**

**TYPICAL DUTIES MAY INCLUDE:**

- Plans, oversees, and implements class programs in accordance with State guidelines and the policies and philosophy of the Child Development Center (E)
- Modifies elements of the program to the needs of individual children with concerns for their interests, special talents and individual style and pace of learning (E)
- Maintains a healthy, safe, and comfortable environment that is inviting and supportive of ethnic and family diversity (E)
- Oversees other adults in the classroom and in assuring the smooth coordination of classroom activities and adult and child relationships (E)
- Participates in recommended training programs, conferences, courses and other aspects of professional growth (E)
- Assists children to become aware of their roles as integral members of a group, including children who speak languages other than English
- Prepares materials for in-service activities; prepares practicum and student evaluations
- Implement methods for effectively utilizing the services of classroom assistants
- Performs general set up and clean up duties including lifting equipment and maintaining the sanitation of toys, materials, and the general surroundings
- Participates in public relations events sponsored by the school
- Incorporates computer-supported instruction in the classroom
- Gathers and/or collects additional resources to compliment learning topics and special interests
- Documents and collect skill samples in accordance with state Desired Results forms, for use in children's assessments and evaluations
- Provides for the safety and general hygiene of children at the center; assists with toilet training; changes diapers; monitors playground activities
- Performs a variety of administrative responsibilities including preparation of reports, information letters, ordering learning materials
- Operates a variety of software applications to create newsletters, documents, planning forms, and earning materials
- Establishes community partnerships to support and extend Child Development Center Activities
- Provides basic first aid and CPR as necessary; assists children in preparing for lunch; and serves food, drinks and snacks
- Performs other related duties as may be assigned

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: Associate's degree in Early Childhood Education/Child Development including core courses supplemented by three units supervised field experience; AND/OR possession of or eligibility to possess a Teacher permit (or higher level permit) as stated on the current Child Development Permit Matrix issued by the Commission on Teacher Credentialing; AND at least one year experience working in a Child Development Center or in the child development area a minimum of three hours per day within the last two years.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of or ability to obtain an appropriate Child Development Permit
- Valid Early Childhood Education Certificate
- Basic First Aid/CPR Certificate

**KNOWLEDGE OF:**

- Basic principles of early childhood development
- Basic nutrition standards
- Basic methods of supervision of children in a child care setting
- Basic first aid and CPR

**ABILITY TO:**

- Supervise children of various ages and adult student worker and volunteers
- Assist in supervision of children of various ages
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written directions

**PHYSICAL EFFORT:**

- Lifting children and moderately heavy objects
- Kneeling, crouching, and moving around classroom
- Physical exertion in play activities

**WORKING CONDITIONS:**

- Works primarily in outdoor/indoor Child Development Center environment
- Intermittent exposure to hazardous materials such as blood borne pathogens, bacteria, constant personal contact with interruption by students and children
- Majority of assignments are carried out during daylight hours

## APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted to the HR Office.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé
3. College Degree and/or College-Level Coursework **IS** required as indicated under “Education and Experience” on job announcement – Submit as follows:  
Please submit the following with your application package:
  - a. Transcripts: Submit transcripts of all college-level coursework (unofficial transcripts or photocopies will be accepted to establish the application file). Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>
    - i. No copies of degree/diplomas will be accepted as proof of college education.
    - ii. Official documents will be required if the candidate is offered the position.
4. LICENSES AND OTHER REQUIREMENTS: Submit copies with application package
  1. Possession of or ability to obtain an appropriate Child Development Permit.
  2. Valid Early Childhood Education Certificate
  3. Basic First Aid/CPR Certificate
  4. Proof of current immunizations is a requirement prior to employment (TB, whooping cough and measles)

**The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.**

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

**Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.**

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

***AVC is an equal opportunity employer***