



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY SHORT TERM HOURLY POSITION

POSITION: Early Childhood Instructional Assistant – STH

Short Term Hourly, Temporary Assignment

COLLEGE HOURS: Monday – Thursday: 7:30am – 6:00pm

Fridays: 7:30am – 11:30am

(Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

SALARY: \$14.12/hr.

DEADLINE: Continuous, establishing a pool

BASIC FUNCTION:

Assist Childhood Instructional Specialists with related instructional activities designed to stimulate learning. Support the teacher in the care and supervision of children.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from related classes in the following ways: Early Childhood Instructional Assistant provides short-term hourly work for a limited term at the CDC.

REPRESENTATIVE DUTIES:

- Supervises and/or facilitate play activities of children as requested by Early Childhood Education Specialist.
- Participates with children in group activities.
- Enforcing safety rules and procedures.
- Performs general set up and clean up duties including maintaining the sanitation of toys, materials, and the general surroundings.
- Provides for the safety and general hygiene of children at the center; assists with toilet training; changes diapers; monitors playground activities.
- Setting up, preparing and cleaning up after snack. Assist children with lunch.
- Intervening when children are likely to hurt themselves or others.
- Preparing supplies and the environment for activities.
- Supervising children while napping.
- Observing, recording, and reporting individual child's behavior as assigned.
- Assisting individual children who experience difficulty in the group and require one-on-one interaction.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE:

- Education – High School diploma or GED certificate, and the successful completion of twelve (12) units of college level child development education.
- Experience – Requires 6 months of experience in a child care center.
Not eligible to work as a student worker.

LICENSES AND OTHER REQUIREMENTS:

- Must be at least 18 years of age
- Possession of or ability to obtain an Associate Teacher Permit or higher within 3 months.
- Child Abuse Training (general and child care)
- TB and required immunizations to work in a child care program.

KNOWLEDGE OF:

- Basic principles of early childhood development.
- Basic nutrition standards.
- Basic methods of supervision of children in a child care setting.

ABILITY TO:

- 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.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Receives general supervision by Childhood Instructional Specialists as well as direction from the Director of Child Development Center, or designee.

CONTACTS:

Children, co-workers, administrators and other staff

PHYSICAL EFFORT:

- Lifting and moving 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.
- Driving a vehicle to conduct work as required by position.
- Work schedule varies.

APPLICATION PROCEDURE

To be considered an applicant for a Temporary Short Term Hourly position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

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 Hourly Application**
2. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** If college-level coursework/courses or a degree **IS** required in the job announcement under “Education and Experience” you **MUST**:
 - a. Submit transcripts of all college-level coursework/courses as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.
5. Licenses and other requirements: Must be able to provide proof upon hire
 - a. See section on Job announcements under Licenses and other requirement for detailed requirements

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.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



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

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

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.