



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Early Childhood Instructional Assistant - STH, Temporary

SALARY: \$14.12 Hourly
DEPARTMENT: Child Development Center
OPENING DATE: 09/29/20
CLOSING DATE: Continuous

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 number of hours worked per day)

Continuous - Establishing a Pool

Cover Letter, Required License/Certificate, Resume, Transcripts Confirming all Course work

DESCRIPTION:

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.

MINIMUM QUALIFICATIONS:

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.

OTHER INFORMATION:**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.

EQUAL OPPORTUNITY EMPLOYER:

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.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

<http://www.schooljobs.com/careers/avc>

Position #RN19-82
EARLY CHILDHOOD INSTRUCTIONAL ASSISTANT - STH,
TEMPORARY
AP