

Child Development Assistant (SC - Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244937>

Downloaded On: Sep. 26, 2024 11:38pm

Posted Sep. 17, 2024, set to expire Jan. 28, 2025

**Job Title** Child Development Assistant (SC - Substitute)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 17, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Child and Social Services

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4660234/child-development-assistant-sc-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

### SUMMARY DESCRIPTION

Under supervision, assists in the education, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs; participates in the implementation of developmentally appropriate programs for assigned children that promote learning of language,

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communication, emergent literacy, social, cognitive, play, and creative skills.

This is the entry-level class in the Child Development series providing child development services and activities at the Child Development Center. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Child Development Specialist level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Employees within this class are distinguished from the Child Development Specialist in that the Child Development Specialist serves as the lead in an assigned classroom with full responsibility for education, health, and safety of young children in the assigned classroom while the Child Development Assistant serves in an assistant capacity.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists the Child Development Specialist in supervising planned activities in a classroom and outdoor setting; works with groups of children in a variety of activities in a warm and positive manner while maintaining order and discipline; follows the child management and guidance procedures of the Child Development Center.

Assists the Child Development Specialist in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.

Assists with the general hygiene of the children including toilet training, diaper changing, and other activities requiring contact with bodily fluids.

Assists in supervising and feeding children at family style meals including breakfast, lunch, and snack.

Assists in providing a quiet and peaceful atmosphere for children to sleep.

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Assists in preparing children to attend and perform at special events including graduation ceremony and winter break ceremony.

Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.

Maintains appropriate records and completes assigned paperwork in an accurate and timely manner; takes attendance and meal counts; assists in the preparation of assigned reports.

Communicates with parents and staff to develop positive, reciprocal relationships; communicates with parents about children's health and development as well as daily routines.

Participates in staff meetings.

Performs related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Basic concepts in early childhood education.

Basic principles and applications of child development theory.

Basic socialization techniques.

Health and safety requirements of children.

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Potential safety issues within a group care setting; appropriate safety precautions and procedures.

Basic methods of observing, evaluating, and recording child behavior.

Principles of basic first aid and CPR.

Principles and procedures of record keeping.

English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

Assist in the instruction and supervision of children of various ages involved in Child Development Center activities.

Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.

Participate in observing, evaluating, and recording child development.

Apply appropriate disciplinary action.

Maintain assigned records.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**



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Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented college level course work in early childhood education, child development, education, or a related field.

**Experience:**

Six months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

**License or Certificate:**

Possession of, or eligibility to obtain a Child Development Assistant Teacher Permit issued by the California Commission on Teaching Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and

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contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

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After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an “if and as needed” basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15th of the first month to the 14th of the second month. NBU employees are paid on the 10th of the third month.

**Example:** For the following reporting period: September 15th through October 14th, the NBU employee will be paid on November 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.





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**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

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**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff,



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managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**