

Child Development Center Aide I (Associate Teacher)

San Mateo County Community College District

Posting Number: 2014614S

Department: Child Development CSM (DEPT)

Location: College of San Mateo

Position Number: TBD

Percentage of Full Time: 100%

FLSA: Non-Exempt (accrues overtime)

Months per Year: 10

Min Salary: \$31,980 (annual)

Max Salary: \$40,340 (annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's <https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf> is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches

higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

College of San Mateo, which was designated as a Hispanic Serving Institution in 2014, is part of the San Mateo County Community College District, which currently enrolls approximately 23,000 students, the majority of whom are from minoritized populations. Of the students at College of San Mateo, 3.0% are African-American, 0.1% are American Indian, 19.8% are Asian, 6.8% are Filipino, 19.9% are Latinx, 2.2% are Pacific Islander, 28.1% are White, 17.6% are Multi-Ethnic, and 2.5% are unknown.

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

Under general supervision of the Child Development Center Aide III (Master Teacher) and Child Development Center Aide II (Teacher), the Child Development Center Aide I (Associate Teacher) performs a variety of general functions primarily related to assisting the in the supervision and management of a classroom of children. The Child Development Center Aide I (Associate Teacher) is responsible for assisting in the planning and implementation of developmentally age-appropriate curriculum and assessing the growth and development of children enrolled in the program. Contact with children, parents, and other staff is extensive. Using well-prescribed procedures in place, independent judgment and creativity are required to resolve many minor problems that could occur. A Child Development Center Aide I (Associate Teacher) can lead the work of student assistants and volunteers as assigned.

## Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Assists in the planning, documentation, and maintenance of environment and appropriate curriculum which support the developmental stage of each child and the child's individual needs.
2. Partners with the family, supports home language and culture, celebrates ethnic and family diversity, and reflects the evolving practice of anti-bias curriculum. The program is inclusive of children with special needs and promotes self-concept, social development, sensory awareness, problem-solving, concept formation, pre-literacy skills, pre-math skills, and physical/motor development which enhance children's sense of competence, self-esteem, and community interdependence through daily routines such as hand washing, meal/snacks, diapering, toileting, rest time, and other classroom practices.
3. Assists in the regular assessment of children's development supporting the completion of developmental profiles and portfolios, including recording observations, dictation, checklists, photo/video examples, work samples, and other documentation as required.
4. Supports the development of children by using positive guidance and redirection and treats all children and adults with dignity and respect.
5. Assists in the development and maintenance of positive relationships with families using strength-based communication skills that support the family's sense of identity, connection to their world, sense of well-being, confidence and involvement in their child's education, and effective communication skills.
6. Provides positive feedback to families on their child's interests, activities, peer interactions, etc. through conversation, in writing, and other multimedia methods as required.
7. Participates in program activities, events, and celebrations.

8. Understands and maintains health and safety guidelines in compliance with federal, state, and organizational policy while completing general housekeeping tasks, including diapering and toileting.
9. Demonstrates health and safety procedures and protocol for use of program and classroom equipment and supplies.
10. Leads and provides guidance and support to student assistants, students, and volunteers as required.
11. Exchanges information with staff, student assistants, students, and volunteers regarding policies and procedures associated with the Child Development Center.
12. Participates in professional development activities, including attending meetings, conferences, classes, and workshops to maintain required certifications and remain current with emerging practices and technology in the field.
13. Maintains professional ethics at all times, including confidentiality, collegiality, and flexibility in working with other staff to resolve problems and conflicts.
14. Performs other related duties as assigned.

Minimum Qualifications:

- Possession of a Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing

Please note: Children's Center Instructional Permits obtained prior to February 1997 are considered equivalent to the Child Development Teacher's Permit (Child Development Permit Matrix).

- Completion of 12 units in Early Childhood Education/Child Development coursework or an equivalent combination of education and experience
- Minimum one year of successful teaching experience in a child development program
- Experience supervising and training the work of child development center staff in a center-based setting
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability,

gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff• Skill in oral and written communication, including public speaking and respectful, warm, and sensitive communication with parents and with children• Experience with the use of software and other media as an integral part of a developmentally appropriate child development curriculum• Willingness to carry out duties and responsibilities in accordance with the Child Development Center’s philosophy

#### Physical Requirements:

This classification requires the ability to lift up to 50 lbs., bending, stooping, kneeling, crouching; reaching overhead; moving objects of moderate weight; quick movements and running in order to perform the essential functions.

#### Equivalence to Minimum Qualifications:

#### Knowledge, Skills and Abilities:

1. Knowledge of the techniques and program activities related to developmentally appropriate early childhood education
2. Skill in establishing and maintaining respectful and sensitive working relationships with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
3. Skill in teaching and guiding children 0-5 years old in structured learning and play activities
4. Skill in programming planning, implementation, and evaluation
5. Skill in oral communication, including public speaking
6. Skill in written communication
7. Skill in following detailed written and oral instructions
8. Skill in assessing children’s development

9. Skill in leading the work of others

10. Ability to work effectively in a team-centered teaching environment to accomplish goals that reflect the mission and philosophy of a child development center

11. Ability to exercise good judgment and creativity in problem solving

Preferred Qualifications:

Possession of a Site Supervisor Permit or a Children's Center Supervision Permit and bilingual ability in a language other than English are desirable for positions in this classification.

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 06/25/2018

First Review Date: 07/25/2018

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).

2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicant's cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicant's qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources  
3401 CSM Drive, San Mateo, CA 94402  
Tel.: (650) 574-6555  
Fax:(650) 574-6574  
Web Page: [www.smccd.edu/hr](http://www.smccd.edu/hr)

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States

6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College District's (SMCCCD ) 2017 Annual Security Report (ASR ), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD ; and on public property within, or immediately adjacent to and accessible from SMCCCD . Our 2017 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2017 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2017 Annual Security Report is now available at <https://www.smccd.edu/publicsafety/2017%20SMCCCD%20Annual%20Security%20Report.pdf>. You can also obtain a copy of this

report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: <http://apptrkr.com/1255096>

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<https://www.jobelephant.com/>  
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