Job Announcement

CHILD DEVELOPMENT CENTER
Instructional Aide-Permanent Part-Time

Application Deadline: Wednesday, September 16, 2015 By: 5:00pm

Thank you for your interest in employment at Palo Verde Community College District. The following is important information concerning the employment process.

APPLICATION PROCESS

Our employment application form is designed to assist the search committee in evaluating whether or not you possess the required knowledge and skills for the position for which you are applying. Job related information from all applicants will be evaluated to identify those best qualified. Only the best-qualified applicants will be selected for testing and further evaluation. Therefore, the application must be completed to allow a comprehensive review and evaluation. Failure to complete the application (and supplemental material, when required) will constitute failure to comply with the selection process and the application will be rejected.

1. To guarantee consideration, a completed application and any other required material listed on the “Job Announcement”, must be received in the human resources office by the published closing date.
2. Applications are only accepted for positions currently open for recruitment.
3. Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other candidate.
4. Applicants wishing to apply for more than one position must submit a separate application and required materials for each position. Legible photocopies of applications will be accepted only with an original signature and date.
5. Complete all areas of the application. Do not write “See Resume”.
6. Please read the job announcement/description carefully to insure your background meets the requirements of the position.
7. The district reserves the rights to close, re-advertise, extend the recruitment period, or cancel filling a position at any time.
8. Meeting minimum requirements does not guarantee you an interview.
9. Travel costs related to these initial interviews will be borne by the candidate.

The fillable application can be found on the PVC web site at www.paloverde.edu.

All application materials must be typed and include the following:

1. Cover Letter
2. Palo Verde College Classified Application – Typed
3. Resume
4. Proof of Education Level – Copy of all levels of transcripts (if hired, official transcripts will be required)

Submit application materials to:
Mrs. Cecilia Garcia, Chief Human Resources Officer
At humanresources@paloverde.edu
Palo Verde Community College District
One College Drive, Blythe CA 92225
760-921-5478

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.
PAVO VERDE COMMUNITY COLLEGE DISTRICT
DON KUYKENDALL CHILD DEVELOPMENT CENTER

INSTRUCTIONAL AIDE
Permanent/Part-Time
(19 hours/week)

NATURE OF THE POSITION

The Instructional Aide, working under the direct supervision of the Don Kuykendall Child Development Center Site Supervisor/Teacher, the Child Development Center Program Instructional Aide assists the professional staff in favorably affecting the growth and development of children at the Center. Assistance in the creation of the total instructional environment is shared by the Instructional Aide as a team member of the Center staff.

DUTIES & RESPONSIBILITIES

A. Assistance in Planning and Delivery of Instructional Program

1. Assist in planning and delivery of instructional and activities in relation to interest centers, arts, and crafts, and project preparation. Projects are frequently prepared during nap time.
2. Creates awareness in the instructional team of any special student need.
3. Assists in classroom management and discipline, particularly in the following: assists children in washing, toileting, and other personal care; helps maintain circle time discipline; and participates actively in all activities, both indoors and outdoors.
4. Assists in the preparation of instructional materials, such as visual materials and selection of stories to be read in circle time.
5. Tutors individual and small student groups.
6. Assists in supervision of student activities involving use of restrooms, escorting on field trips, pick-up or clean-up periods, lunch procedure, snack time, play periods, arrival and departure of pupils, etc.
7. Assists with story telling, puppet activities, party preparation, operating instructional equipment, parent meetings and other activities.
8. Responsible for classroom in absence of regular teacher.
9. Participates in preschool workshop activities and staff meetings.
10. Other related duties as assigned.
B. **Assistance in Center Operations**

1. Assists in the preparation and up-to-date maintenance of the attendance register.
2. Assists cook with food preparation when necessary, records meal and snack counts, setting tables and placing food on tables, (glasses, napkins, spoons, plates), eating with children and participating in children’s discussions.
3. Assists with first aid in the Center.
4. Assists in the maintenance of the facility when requested (dusting, cleaning doors, window sills, cutting of hand towels, cleaning of wash basins, supply room).
5. Responsible for physical arrangement of rooms, including preparation for children's naps (moving tables and stacking chairs to make room for cots), turning on and off lights, setting up and removing chairs from tables, preparing children's bathroom area, preparing children's play area, setting up for the day's activities and cleaning lounge at end of day.
6. Runs errands and picks up supplies, purchases, etc., when requested.
7. Other related duties as assigned.

**REQUIRED QUALIFICATIONS**

1. High school graduate/GED.
2. Interest in and an ability to work with preschool age children.
3. Ability to follow oral and written instructions.
4. Ability to work harmoniously with children, parents, and other Center employees.
5. Ability to maintain confidentiality.
6. Ability to abide with the laws on mandatory reporting of child abuse and neglect or suspected abuse or neglect.
7. Ability to work different shifts when needed.
8. Valid Driver’s License

**PREFERRED QUALIFICATIONS**

1. Experience working in a child care center.
2. Attendance in college classes or workshops on child development/early childhood education.
3. Children’s center permit.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. Physical ability to work effectively in an environment which is typical of this position.

**CLASSIFICATION**

Classification 1 of the CDC Part-Time Hourly Classified Schedule.
Part-time, (19) hours per week, 12 month position. May include evenings and weekend duty.