

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Teacher Assistant, Child Development Center

#### Revised Copy

Job #07-043CH

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Teacher Assistant, Child Development Center, De Anza College**.

#### DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Assistant Director, Child Department, responsibilities include assisting in the care, development and instruction of children. Provide small group or individual, instructional assistance for children. Assist with content support and learning strategies. Provide developmentally appropriate educational activities for children. Maintain cooperative, effective working relationships in a team setting. Apply policies, procedures, rules, and regulations. Maintain progress and attendance records. Meet schedules and timelines. Attend meetings as appropriate. Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. 6 units of Early Childhood Education (ECE) or Child Development (CD), which includes Introduction to Child Development and Child Family and a curriculum course.
3. One year working experience with young children.

#### PREFERRED QUALIFICATIONS:

1. 12 units in Early Childhood Development,
2. Bilingual in Chinese, Mandarin, Cantonese, Vietnamese, Hebrew or Spanish.

#### APPLICATION MATERIALS:

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Teacher Assistant, Child Development Center.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

#### CONDITIONS OF EMPLOYMENT

**Salary:** \$15.33 per hour; level 6-30

**Position:** Part-time (37.5%), Permanent, 12 months per year

**Schedule:** Monday through Friday, three (3) hours each day (12 p.m.-5:30 p.m.).

**Not to exceed fifteen (15) hours per week.**

**Starting date:** As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://www.fhda.edu>