

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza Campus

Child Development Center Teacher

Job #07-154

Closing Date: 03/23/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Child Development Center, assist in the daily operation and coordination of the child care program at the De Anza College Child Development Center. Support staff in developing and creating experiences and environments to support and foster physical, intellectual, social, and emotional development. Oversee children in all indoor and outdoor activities adhering to all health and safety procedures to ensure a safe and healthful environment. Oversee and participate in all daily activities such as toileting, hand washing, tooth brushing, health checks, and related classroom transition activities. Oversee children during all mealtime activities; encourage healthful eating habits. Guide the behavior of children to foster respectful interactions between adults and children. Support the learning of children through positive interactions with other children. Prepare and implement daily activities for children using small and large group routines. Develop activities that are age appropriate for all children and support their interests and strengths. Participate in staff and in-service trainings. Maintain a supportive and cooperative working relationship with staff, classroom teachers, volunteers, adult students and parents. Prepare and maintain accurate and complete records. Conduct conferences. Perform related 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. Any combination equivalent to 24 units ECE/CD, including core courses (Child Development; Child, Family, and Community; and Child and Family Relations); 16 General Education units.
3. 175 days experience of 3 hours or more per day within the last 4 years in an ECE setting.
4. Supervised field experience in a Child Development setting.

PREFERRED QUALIFICATIONS:

1. BA degree or higher with 12 units of Early Childhood Development plus 3 units supervised field experience in ECE setting OR Teaching. Administrative or Administrative Services credential with 12 units in ECE plus 3 units supervised field experience in ECE setting.
2. Bilingual in Chinese Languages, Vietnamese, or Spanish.

In addition, successful candidates will demonstrate the following:

1. Knowledge of early education programs, practices and techniques.
2. Knowledge of the best and most current practices for inclusive early education settings.
3. Knowledge of instructional and tutorial techniques.
4. Knowledge of record-keeping techniques.
5. Knowledge of modern office practices, procedures and equipment.
6. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
7. Ability to effectively use interpersonal skills with tact, patience and courtesy.
8. Ability to understand, interpret and apply department rules, policies and materials relating to childhood education.
9. Ability to plan, schedule, train and review the work of student assistants.
10. Ability to provide instructional assistance and technical advice to parents.
11. Ability to communicate effectively both orally and in writing.
12. Ability to establish and maintain cooperative and effective working relationships with others.
13. Ability to maintain confidentiality.
14. Ability to prioritize and schedule work.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting 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 Child Development Center Teacher.
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.

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CONDITIONS OF EMPLOYMENT

Salary: \$3,758.27 per month plus benefits; level N-45

Position: Full-time, Permanent, 12 months per year

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

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

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

<http://www.fhda.edu>