The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

**CHILD DEVELOPMENT CENTER PROFILE**

The Cerritos College Child Development Center (CDC) is a Nationally Accredited Program that serves students, college employees and the community. The Center is also a laboratory school for future teachers in the field of Early Childhood Education. The position is to provide a safe, nurturing, exceptional childhood education program for children from 2 1/2 - 5 years old. Inspired by the school of Reggio Emilia, Italy, we use a constructivist approach to learning. Cerritos College Child Development Center is open year round from 7:30 a.m. to 5:00 p.m., Monday through Friday. We foster an emergent curriculum, one that arises out of the children’s interests and responses to the prepared indoor and outdoor classroom environments and their experiences. Programs offered include:

1) The Preschool Program which serves children from ages 2 1/2 - 5 years old and is available for full-time care from 7:30 a.m.—5:00 p.m. Part-time care is available Monday through Friday from 8:00 a.m. - 1:00 p.m. Families may participate in a sliding scale fee available through the State Department of Education. The child development center operates with full responsibility for the education, health, and safety of young children in the assigned classroom.

2) The LAUP Program: The Los Angeles Universal Preschool program serves children turning 4 years old by December. We offer two sessions for 10 months each year: a morning session that meets from 8:30 a.m.-12:00 p.m., Monday through Friday, and an afternoon session from 1:00 p.m. - 4:30 p.m., Monday through Friday. The Child Development Center operates with categorical and grant funding. Continued employment is contingent on continued categorical and grant funding.

**DEFINITION**

Under general supervision of the Lead Teacher, assumes responsibility for the early care and education, health, and safety of young children enrolled in the Child Development Center (CDC). Plans and implements developmentally appropriate experiences and projects for assigned children that focus on an emergent curriculum inspired by the Reggio Emilia approach that promotes scientific inquiry, communication, literacy, social-emotional, cognitive and creative development.

CDC teachers at this level are fully aware of the operating procedures and policies of the Center and are expected to plan duties with minimal direction and immediate supervision. CDC teachers in this position serve as Teacher in an assigned group with full responsibility for the education, health, and safety of young children in the assigned classroom.

**REPRESENTATIVE DUTIES**

Examples of duties can be found in the Child Development Center job description on the Human Resources Department webpage.

**QUALIFICATIONS**

**Education and Experience:** 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:
- 24 units of ECE/CD (including core courses)
- 16 general education units

Experience:
- Two years experience working in a licensed child development program as a teacher of infants or preschoolers.

**License or Certificate:**
- Possession of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.
- Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.
- Possession of or eligibility for a Mandated Child Abuse Reporter Certificate.

**Knowledge and Abilities**

**Knowledge of:**
- Concepts in early childhood education.
- Principles and applications of child development theory.
- Principles and applications of the Reggio Emilia Philosophy.
- Basic child psychology and development.
- Principles and practices of curriculum planning.
- Appropriate methods and techniques of instructions.
- The methods and strategies of the project and emergent curriculum approach.
- Appropriate activities for children of various age and skill levels to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential.
- Socialization techniques.
- Health and safety requirements for children.
- Potential safety issues within a group care setting; appropriate safety precautions and procedures.
- Methods of observing, evaluating, and recording child behavior.
- Child development assessment techniques.
- Principles of first aid and CPR.
- Basic nutritional requirements for young children.
- Principles and procedures of record keeping.
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Basic principles of report preparation.

**Ability to:**
- Plan, prepare, and implement daily, weekly, and monthly programs.
- Define and interpret curriculum goals and objectives.
- Develop and implement instructional and recreational activities according to the needs of the children and Center policy.
- Instruct and supervise children of various ages enrolled in Child Development Center activities.
- Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Other duties as assigned.

**Work Environment:**

Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

**Environment:** Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.
PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

SALARY/FRINGE BENEFITS
• Grade 2 on District CDC Salary Schedule ($3,248.00 - $3,903.00/per month).
• Health and welfare benefits include District paid medical/dental/vision benefits and employee life insurance ($50,000).
• Participation in the Public Employees’ Retirement System and Social Security.

CONDITIONS OF EMPLOYMENT
• 40 hours per week to be established by the division.
• This is a regular full-time 11-month CDC position.
• Initial placement of employees on District CDC Salary Schedule is at Step 1. After six months of successful job performance employee is placed on Step 2.
• Probationary employment period is six months.
• The Child Development Center operates with categorical and grant funding. Continued employment is contingent on continued categorical and grant funding.

APPLICATION PROCEDURE
Interested applicants must submit:
• A Completed District Classified Employment Application.
• A Résumé of educational background and experience.
• Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
• A copy of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.
• A copy of a current pediatric C.P.R. Certificate and a current First Aid Certificate.
• A list of three references who have observed you teaching.
• A list of the licensed child development program(s) in which you have worked as a teacher including address(es) and phone number(s).

All of the above materials are to be submitted to the following address:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

APPLICATION DEADLINE
This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 4:30 JULY 8, 2010. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 4:30 PM on JULY 8, 2010. It is the applicant’s responsibility to ensure that all application materials are received.

SELECTION PROCEDURE
Following the closing date, applications will be reviewed to ensure accuracy, completeness, evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:
• Telephone: (562) 860-2451 x2284
• Web Site: http://www cerritos.edu

Human Resources Office Hours:
8:00 AM - 4:30 PM (Monday through Friday)

Special Note: During the period 5/24/10 through 8/6/10 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday through Thursday).

APPLICATION PROCEDURE
For application/additional information:

CHILD DEVELOPMENT TEACHER
(One or More Positions)