SUMMARY DEFINITION

Under general supervision of the Center Director, serves as a Lead Teacher at the Child Development Center. Leads, oversees, and participates in the daily care and education, health, and safety of young children at the Child Development Center. Plans and implements developmentally appropriate experiences and projects for an assigned group of children that focuses on an emergent curriculum inspired by the Reggio Emilia approach that promotes scientific inquiry, communication, literacy, social-emotional, cognitive and creative development.

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 activities, emergent curriculum and the Reggio Emilia approach.
- Methods and techniques of instructional program development.
- 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 of 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 basic 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.
- Operations, services, and activities of a Child Development Center.
- Basic early childhood center management principles and practices.
- Work organization principles and practices.
- Principles of lead supervision and training.

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:
- BA Degree with 24 units in ECE/CD (including core courses) and 3 units of Administration OR BA or MA Degree with 24 units in ECE/CD (including core courses) and 6 units of Administration and 2 units of adult supervision.

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

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 1 on the District CDC Salary Schedule ($4,903.00 - $5,960.00/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 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 Master Teacher or Site Supervisor Permit issued by the California Commission on Teacher Credentialing.
- A copy of a current pediatric C.P.R. Certificate. A copy of 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 PM 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).

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Equal Opportunity Employer

6/16/10