

# ECE/CD Assistant Teacher

**Application Deadline: Open Until Filled**

Colusa County Office of Education is recruiting for an Assistant Teacher who can assist a classroom teacher to provide early care and education to children 0-5 years. Assist teacher to meet individual needs of children in areas of small and large muscle development, language, social, emotional and cognitive development. Assist with preparation of daily reports.

## CURRENT ASSIGNMENT LOCATION:

Colusa Preschool Learning Center B

## SALARY:

\$13.10 - \$14.74 per hour

## HOURS/DAYS:

5 hours per day, 261 days per year

## BENEFITS:

Partially paid medical, dental and vision benefits; paid vacation and sick leave; CalPERS retirement

## EDUCATION & EXPERIENCE:

- High school diploma or equivalent
- Must be 18 years of age or older
- Six (6) Early Childhood Education or Child Development units with a grade of "C" or better, or working toward a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire.

## LICENSES & REQUIREMENTS:

- Pediatric CPR and First Aid certificate
- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, and a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.

## KNOWLEDGE AND ABILITIES:

- Bilingual English/Spanish preferred

## APPLICATION DEADLINE:

Open Until Filled

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

*Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.*



## Colusa County Office of Education

Human Resources

345 5th Street, Suite A

Colusa, CA 95932

(530) 458-0350

hr@ccoe.net

## APPLICATION PROCEDURE

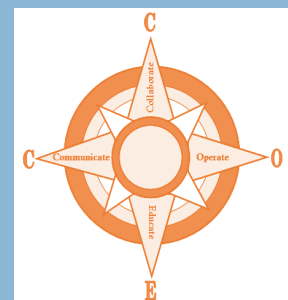
Interested candidates must apply online at [www.ccoe.net](http://www.ccoe.net)

## REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Unofficial transcripts verifying units

*All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets will not be considered.*



**AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY EMPLOYER  
DRUG AND TOBACCO-FREE WORKPLACE**

## COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

### REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

Assist a classroom teacher to provide child care to children 0-5 years of age. **E**  
Set up activities and supervise children. **E**  
Assist teacher with activities promoting small and large muscle development, language, social, emotional and cognitive development. **E**  
Assist in the preparation of daily reports. **E**  
Assist children with physical needs. **E**  
Provide guidance and assist children with developing interpersonal skills. **E**  
Report suspected child abuse. **E**  
Assist in dispensing and documenting medications at parent/teacher direction. **E**  
Maintain a clean safe environment. **E**  
Operate office equipment. **E**  
Attend and participate in staff meetings and in-service training programs. **E**  
Provide meal delivery as needed. **E**  
Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Caring for young children  
Basic child development and child behavior characteristics of children 0-5 years of age.  
Symptoms of common childhood illness such as colds, flu, diarrhea, chicken pox and other common childhood diseases.  
Health, safety and sanitation requirements.

#### ABILITY TO:

Feed, change and care for children  
Demonstrate a patient, receptive and empathetic attitude toward children of various age levels  
Maintain a healthy and safe environment  
Lift and carry objects weighing up to 40 pounds  
Communicate effectively  
Learn department and program objectives and goals  
Establish and maintain cooperative working relationships with children, parents and staff  
Complete daily reports  
Work with families of many cultures  
Maintain confidentiality

### WORKING CONDITIONS:

#### ENVIRONMENT:

Child Care classroom setting  
Indoor and outdoor

#### PHYSICAL ABILITIES:

Hearing and speaking to provide and exchange information on the telephone or in person  
Sitting or standing for extended periods of time  
Stooping, kneeling and squatting  
Bending at the waist, lifting, and carrying small children and objects weighing up to 40 pounds  
Seeing to monitor room and playground activities  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials