

# ECE-CD Assistant Teacher Seasonal Position

## Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for two Assistant Teachers who can assist the classroom teacher with the delivery of high quality early care and education for children 0-5 years of age. Assist teacher to meet individual needs and promote developmental progression in the areas of social and emotional development, language and literacy, cognition including math and science, and physical development that promotes positive school readiness.

### CURRENT ASSIGNMENT LOCATION:

Williams Children's Center - Preschool

### SALARY:

\$14.00 - \$15.76 per hour

### HOURS/DAYS:

7.5 hours per day, 240 days per year

### BENEFITS:

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

### EDUCATION & EXPERIENCE:

- Must be 18 years of age or older
- High school diploma or equivalent; and six (6) Early Childhood Education or Child Development units with a grade of "C" or better, or working toward a CDA credential (AA) or a Child Development Permit that meets or exceeds the requirements for a CDA credential; and 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, preferred (may satisfy this requirement post employment)
- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, 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.

Current CCOE employees: Letter of Interest only and submit to Human Resources

**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.**

**Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.**



### Colusa County Office of Education

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

### APPLICATION PROCEDURE

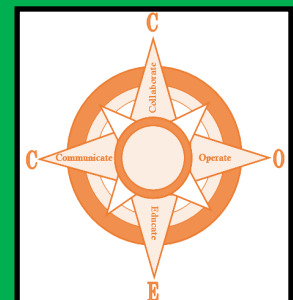
Interested candidates must apply online at [www.edjoin.org](http://www.edjoin.org)

### REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest
- Unofficial Transcripts
- Current CCOE employees: Letter of Interest only and submit to Human Resources

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



## COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

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

- Support the classroom teacher in planning and implementation of an enriched early care and education environment for assigned infant, toddler, and preschool age children 0-5 years. **E**
- Set up activities, learning experiences and environments that support learning foundations and are connected to children's interests, developmental levels, and connected to current developmentally appropriate curriculum children. **E**
- Assist with planning and facilitation of a variety of developmentally appropriate activities on a daily basis to collect data for assessments and individual needs. **E**
- Ensure children are safe and supervised at all times, and engage in positive interactions. **E**
- Assist teacher in the delivery of educational and behavioral support that allows children with varied and individual needs guidance and assistance. **E**
- Assist teacher in the preparation of daily reports and maintain positive communication with team. **E**
- Assist children with physical needs and social emotional development. **E**
- Attend to physical needs of children as needed. **E**
- Assist with completing observations and written anecdotal notes on each child to identify developmental growth for screenings and assessments. **E**
- Report any suspected child abuse as mandated by law. **E**
- Assist in dispensing and documenting medications at parent/teacher/physician direction. **E**
- Maintain a clean, healthy, safe and supportive learning environment. **E**
- Assist and participate in parent meetings and family events as assigned. **E**
- Operate office equipment for performance of job duties. **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 and engaging in a positive manner with 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 of program

#### 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
- Understand and follow oral and written instructions
- 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