



Human Resources  
29 Cougar Court  
Taft, CA 93268  
661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Monday, June 19, 2017 @ 4:00 p.m.

### Children's Center Teacher - 2 Positions Available

Classified Salary Range 12 ~ \$2,741.00 - \$3,498.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2016-17 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 62 full-time faculty, 80 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under general supervision, provides service in the care, development and instruction of children in a child care and development program and may provide direction to Assistant and/or Associate Teachers. Plans curriculum for the classroom and directs activities in the classroom and on the playground. Provide direct supervision of children while providing caring, age appropriate learning activities in a healthy and safe environment. Performs other related duties as assigned.

#### REPRESENTATIVE DUTIES

*Please refer to the Taft College website to view the complete job description.*

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Websites:**  
[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department  
Summer Hours:**  
Monday - Thursday  
7:00 a.m. - 5:00 p.m.  
Friday  
Closed

## **REPRESENTATIVE DUTIES, continued**

Provide instruction and care for children 0-6 years of age.

Provide direct supervision of children at all times.

Coordinate, supervise and participate in children's play activities; enforce safety rules.

Complete accurate and timely assessment records, anecdotal write-ups and various reports on the children as required by collecting the appropriate data and recording appropriate observation and supportive evidence.

Observe, record and report on each child's behavior and development.

Conduct parent conferences.

Design and implement curriculum and lesson plans based on state content and performance standards.

Assist and model appropriate behavior and teaching techniques for and works effectively with Assistant and Associate Teachers, ECE practicum students, high school students and volunteers.

Arrange for appropriate materials and supplies for classroom and playground activities. Ensure a caring and safe learning environment.

Assist children with self-care activities.

Maintain an orderly environment.

Assist individual children who experience difficulty in the group or temporarily lose their physical or emotional control.

Responsible for classroom maintenance and supplies.

Assist with meals and snack service; responsible for recording each meal service; serves as a role model for appropriate meal etiquette.

Participate in preparing staff agendas for meetings.

Prepare and develop curriculum and manipulatives to facilitate appropriate learning activities.

Maintain confidentiality and security of student and classroom records.

Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent. 175 days working 3 or more hours/day within the last 4 years of verifiable professional childcare experience. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of children's center students.

Possession of a valid Child Development Teacher permit from the State of California Commission on Teacher Credentialing (CCTC).

A valid permit can be obtained by fulfilling one of the 3 options listed below:

**Option 1:** 24 Early Childhood Education (ECE)/ Child Development (CD) units, including core courses (child/human growth & development; child/family/community or child and family relations; and program/curriculum), plus 16 general education units (one course in each of four general education categories, which meet graduation requirements: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts).

**Option 2:** Associates Degree or higher in ECE or related field with 3 semester units supervised field experience in ECE setting.

**Option 3:** CCTC approved training.

### **Special Licenses/Certifications**

Possession of a current pediatric CPR and first aid certificate or ability to obtain one through an accredited or approved program within the first 6 months of employment.

### **Desired Qualifications**

Bilingual: English/Spanish.

Experience working with young children and their families in a professional setting.

### **Physical Requirements**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1. Vision sufficient to read documents and computers.
2. Speech and hearing to clearly communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of classroom supplies and provide assistance for the children's daily needs.
4. Ability to lift and carry 50 pounds such as a child.
5. Ability to bend, reach and effectively move around to facilitate classroom and playground activities and provide appropriate assistance for the children's daily needs.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

### **PAY RANGE**

Range 12 on the Classified Employees Salary Schedule/Non-Exempt.

### **SUPERVISION**

Direct supervision is received from the Director, Children's Center. Provides work direction to Assistant and Associate Teachers or other staff as assigned.

### **HOURS & TERMS OF EMPLOYMENT**

Assignments are typically 40 hours per week and 12 months per year. May require overtime hours to be worked which may include evening or weekend hours throughout the year. Work is generally performed indoors in a classroom setting or outdoors in an enclosed children's play area, but may involve traveling offsite for classroom fieldtrips and to workshops, training or meetings.

### **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

### **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A District classified application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Transcripts (unofficial is acceptable).

## **APPLICATION PROCEDURE, continued**

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tjobs@taftcollege.edu](mailto:tjobs@taftcollege.edu)

Classified online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Monday, June 19, 2017.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

## **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

## **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*