



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

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

## Classified Employment Opportunity

Application Deadline: Monday, September 24, 2018 @ 4:00 p.m.

### Children’s Center Associate Teacher – 4 Positions Available

Classified Salary Range 12 ~ \$2,175.00 – \$2,776.00 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 classroom direction by a Teacher or Master Teacher assists in the care, development and instruction of children in a child care and development program.

#### CLASS CHARACTERISTICS

Employees in this class provide classroom supervision and planning of curriculum and activities at the Children’s Center. They may provide direction to Assistant and/or Associate Teachers in the classroom. They are responsible for enforcing health and safety for children and for the assessment of children and the keeping of their records.

#### 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 - Friday  
7:30 a.m. – 4:30 p.m.

## **REPRESENTATIVE DUTIES**

*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.*

- Direct supervision of children at all times
- Assist teachers and primary caregivers as directed
- Supervise play activities; enforcement safety rules; participation with children in group games
- Prepare supplies and the environment for activities
- Maintain an orderly environment for the group
- Observe, record, and report children's behavior
- Assist children with self-care activities
- Assist children who experience difficulty in the group or who temporarily lose their physical or emotional control
- Assist with meals and snack service

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- High School Diploma or equivalent.
- 50 days of 3 hours per day within two years of verifiable professional childcare experience.
- Must currently have and maintain a valid Child Development Associate Teacher permit, or higher, from the State of California Commission on Teacher Credentialing (CTC). Permit must be provided within 95 days of employment per Ed Code 8360.2.
- Must be 18 years old or older
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

### **Special Requirements**

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. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Manual dexterity sufficient to operate office equipment to include, but limited to, computer, telephone, copier, fax machine and photo or auditory recorder.
5. Ability to hear and understand speech at normal levels.
6. Ability to communicate so others will be able to clearly understand a normal conversation.
7. Ability to lift 50 lbs.
8. Ability to carry 50 lbs.
9. Ability to reach in all directions.
10. Ability to stand, sit on chairs and floor, stoop, kneel, crouch, bend, squat or crawl, jump and climb.

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

## **PAY RANGE**

Range 1 on the Classified Employees Salary Schedule/Non-Exempt.

## **SUPERVISION**

Direct supervision is received from the Teacher, Master Teacher, Site Supervisor and/or Director, Children's Center.

## **HOURS & TERMS OF EMPLOYMENT**

Assignments are 19 hours per week and 12 months per 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. A copy of Valid Permit. Will accept documentation from the State of California validating permit status.

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: [tcjobs@taftcollege.edu](mailto:tcjobs@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, September 24, 2018.** 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.*