



*Now Accepting Applications for the Classified position of:*  
**Children's Center Teacher**



## OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



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## ABOUT US

Taft College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## COMPENSATION

The salary range for the position is a Grade 12 with a range of \$16.49-\$21.05 per hour. This is a full-time, 12-month position.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.



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# Position Description

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- 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 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.
- 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.



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# 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.
- Must be 18 years of age or older.
- Must possess and maintain a valid Child Development Teacher permit, or higher, from the State of California Commission on Teacher Credentialing (CCTC) within 95 days of employment (Ed. Code 8360.2).

## Special Requirements

- 3 Early Childhood Education (ECE) or Child Development (CD) semester units in an "Infancy" development course
- Possess and maintain a current Pediatric First Aid CPR and CPR First Aid certification through an accredited and approved program
- Must provide proof of immunizations and/or exemptions required by the Department of Social Services (Influenza, Pertussis, Measles)- H&S Code 1596.7995
- Possess and maintain certification in Basic Pest Management in the School and Child Care Setting (HAS 2000)
- Possess and maintain Mandated Reporter Training Certificate (AB 1207)
- 16 hours of Health and Safety Training as required by Department of Social Services (AB 243)

## Desired Qualifications

Bilingual: English/Spanish.

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



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# APPLICATION PROCESS

*Applications will be accepted until April 26, 2019.*

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. A copy of a Valid Permit. Will accept documentation from the State of California validating permit status

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

## EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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