



CITY OF COLTON EMPLOYMENT OPPORTUNITY

COMMUNITY CHILDCARE TEACHER'S AIDE

Final Filing Date: Continuous
Salary: \$8.56 - \$9.44 per hour

SELECTION PROCEDURE
Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resources Office
552 N La Cadena Dr
Colton, CA 92324
(909) 370-5062
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to a selection interview.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment drug/alcohol screening, TB test, fingerprinting and verification of high school diploma or equivalent.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons

THE POSITION

Under general supervision, assist in the implementation of an extended child care program for school-age children at selected elementary schools in the Colton Joint Unified School District, Colton pre-school programs, and the Colton Cares Child Development Center.

MINIMUM QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to acquire the knowledge and abilities would be:

Education and/or Experience: Possess a minimum of one year in a child development facility, a high school diploma or equivalent, and a minimum of six Early Childhood Education Units from an accredited college or university (**transcripts are required at time of application**). Additional course work in child development, education, or recreation is highly desirable.

License/Certificate: Pediatric Cardio-Pulmonary Resuscitation (CPR) and Pediatric First Aid certifications must be obtained within 3 months of employment. Possession of a valid class C California driver's license.

Knowledge of: Education, recreation and social needs of children from infant to school age. Objectives and philosophy of a child development program.

Ability to: Communicate clearly both orally and in writing. Be self motivated and able to initiate activities. Bilingual (Spanish/English) abilities desirable.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Assist Site Supervisors and teachers in the implementation of educational child care programs.
- Plan, organize and direct general recreational and educational activities.
- Lead recreational activities such as arts and crafts, sports, games, special events, and tutoring.
- Assist in the planning of curriculum activities.
- Assist in the maintenance of a clean and orderly environment.
- Assist in operating the site in an efficient and safe manner.
- Interact with parents/guardians on a daily basis.
- Be actively involved in the activities of program participants.
- Be a role model for and provide leadership to program participants.
- Be culturally sensitive to the needs and interests of minority families.
- Attend parent/staff in-service meetings.
- Establish and maintain effective working relationships with those contacted in the course of work.