August 19, 2011 *Announcement #4976.00*

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92415-0020 • Gary S. Thomas, Ed.D., Superintendent

STATE PRESCHOOL
ASSISTANT / INTERN / ASSOCIATE
General Colin L. Powell State Preschool

SALARY: Placement on appropriate State Preschool Salary Schedule
(No Health and Welfare Benefits)

ASSISTANT
$13.80 Hourly

INTERN
$14.10 Hourly

ASSOCIATE
$14.69 Hourly

LENGTH OF SERVICE: 177 Days Per Year / 3.0 Hours Per Day / 11 Months
(*This program is grant funded. Continuation of employment is contingent upon continuation of grant funding.)*

APPLICATION DEADLINE: Until Filled

LOCATION: General Colin L. Powell State Preschool
37041 Rhineland Drive, Fort Irwin 92310 (1 hour West of Barstow)

POSITION DESCRIPTION

The State Preschool Assistant, Intern and Associate operate under the supervision of a State Preschool Teacher to provide care, instruction and supervision of children in a County-operated State Preschool and/or Infant/Toddler program. The State Preschool Intern and Associate also assist in the preparation and implementation of lesson plans and record-keeping. The State Preschool Assistant only assists in the implementation of lesson plans.

ESSENTIAL JOB FUNCTIONS

- Assists in the instruction of children;
- Assists in presentation of lesson plans;
- Assists in creation and maintenance of a safe and stimulating student environment;
- Assists in supervising children in play and age appropriate activities;
- Assists in the preparation of records and reports *(State Preschool Intern Only)*;
- Participates in collecting Desired Results Developmental Profile (DRDP) data;
- Assists in filling out DRDP forms;
- Maintains effective working relationships with support staff, parents and the community;
- Attends meetings;
- Performs related duties as required.

JOB REQUIREMENTS

Experience working with preschool or infant/toddler children *(State Preschool Assistant Only);*

Experience in preschool or infant/toddler classroom *(State Preschool Intern Only)*;

Skill in behavior management techniques;

Knowledge of early childhood education principles and practices;

Ability to communicate effectively and work cooperatively with individuals of various cultural and socioeconomic backgrounds; read, interpret and explain policies, procedures, regulations; maintain accurate records;

Physical Abilities include standing for extended periods, reaching, bending, stooping, squatting, fine manual dexterity, pulling, reaching, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

MINIMUM QUALIFICATIONS

To be considered for *State Preschool Assistant*:

- Experience working with preschoolers or infant/toddlers (paid or volunteer), including caring for one's own children, volunteering in a classroom setting, babysitting, or other child care, and/or supervising child activities (this experience must be shown on your application and/or attachments).

To be considered for *State Preschool Intern*:

- Experience in preschool or infant/toddler classroom;
- Possession of a California Child Development Assistant Permit – OR – completion in an ROP Childcare Occupations or similar ROP program – OR – six (6) units in Early Childhood Education (ECE) or Child Development (CD).

To be considered for *State Preschool Associate*:

- Possession of a Valid California Child Development Associate Teacher Permit – OR – transcripts verifying applicable units with the ability to obtain a Child Development Associate Teacher Permit upon employment;
- Possession of Valid Pediatric CPR certificate;
- Possession of Valid Pediatric First Aid certificate.

DESIRED QUALIFICATIONS

- Experience as a San Bernardino County Superintendent of Schools state preschool assistant/intern/associate/teacher; substitute/volunteer experience accepted;
- Additional units in Early Childhood Education (ECE) or Child Development (CD);
- Bilingual English/Spanish.

NECESSARY MATERIALS FOR APPLICATION

All candidates must submit:

- **Completed Ed-Join application;**
- **One (1) current (dated and signed within 3 years) letter of reference.**

To be considered for *State Preschool Intern* also attach:

- Copy of Child Development Assistant Permit – OR – ROP certificate of completion – OR – transcripts verifying applicable units.

To be considered for *State Preschool Associate* also attach:

- Copy of Child Development Associate Teacher Permit – OR – transcripts verifying applicable units with the ability to obtain a Child Development Associate Teacher Permit upon employment;
- Copy of Pediatric CPR certification;
- Copy of Pediatric First Aid certification.

Applicants must meet minimum qualifications and provide all necessary materials on-line prior to the stated deadline in order to qualify as a candidate.

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS
601 North E Street, San Bernardino, CA 92415-0020 • (909) 386-2613
Internet Address: www.sbcss.k12.ca.us
This facility is handicapped accessible
EQUAL OPPORTUNITY EMPLOYER

APPLICATION PROCESS:

All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Employment and Careers; then click on www.edjoin.org; and attach your online profile ***to this job posting #.*** If you are disabled and need reasonable accommodations to complete the application process, please call (909) 386-2613.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.