



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

Fresno City College • Reedley College • Willow International Community College Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

### EARLY CHILDHOOD EDUCATION SPECIALIST

The district-wide eligibility list, which is valid for at least one year, will be used to fill both full-time and part-time positions in this classification. The current vacancy is at the Madera Center

- Definition:** Under direction assists in the operation and maintenance of the child development center, including demonstrations for students.
- Compensation:** Starts at \$3580.50 per month. (Salary and benefits pending labor union negotiations.) Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$20.66 per hour with no benefits, except sick leave and vacation.
- Experience:** Experience working in a preschool program.
- Education:** Bachelor's degree in Early Childhood Development or a related area and Children's Site Supervisor Permit.
- License/Certificates:** Valid driver's license is required.
- Examples of Duties:** Performs a variety of duties related to the running of classes in the child development center including planning, preparing, and conducting activities with young children, including those with special needs; coordinate and utilize an assessment instrument for the children enrolled in the program; communications with parents in person, by phone, in writing regarding their child's progress or particular needs, assisting in the preparation for and feeding of children, demonstrating techniques and assisting students in the learning of appropriated methods to use in working with young children. May perform other related duties as needed.
- Required Knowledge, Skills and Abilities:** Knowledge of child development and young children and their needs, and developmentally appropriate curriculum planning. Skill to interact with young children, including children with special needs and parents, implement curriculum, assess developmental levels of children, set objectives and evaluated student progress, maintain financial records, attendance, meeting, child testing, lesson planning and enrollment records. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Knowledge and skill in the use of technology and computers in a child development center. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.



# CLASSIFIED JOB OPPORTUNITY

## STATE CENTER COMMUNITY COLLEGE DISTRICT

### PERSONNEL COMMISSION

1525 E. Weldon Avenue, Fresno, California 93704-6398

Phone (559) 226-0720 • Fax (559) 272-5156 • <http://agency.governmentjobs.com/scccd>

Fresno City College • Reedley College • Willow International Community College Center • Madera Center  
Oakhurst Center • Career and Technology Center • The Training Institute

**Selection Process:** The selection process will include screening to ensure applications are complete and meet all minimum qualifications. Qualified applicants will be invited to take a written or online test of knowledge and abilities (25% weight). Of those applicants achieving a passing score on this exam, only the 15 highest scoring candidates, plus ties, will be invited to the oral board exam (25% weight). Of those candidates achieving a passing score on this exam, only the 12 highest scoring candidates, plus ties, from the combined scores of the first two tests will be invited to the performance exam (50% weight). Passing score is 75% out of 100% on each testing section.

#### **TESTING IS TENTATIVELY SCHEDULED FOR SATURDAY, AUGUST 3.**

To move forward in the selection process, you must complete an online application through our web site at <http://agency.governmentjobs.com/scccd>. A copy of your degree or transcripts showing degree **AND** a Children's Site Supervisor Permit **MUST** be uploaded (attached) to your application or your application will be rejected. (If your degree is not in Child Development, you **MUST** attach a copy of your transcripts showing ALL units in child development.) Resumes may also be uploaded but will not be accepted in lieu of a complete application.

**Filing Deadline:** 4:30 p.m., Wednesday, June 26, 2013.

Posted: 6/5/13

Pay Range: Regular Classified 53