

VENTURA UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

255 W. Stanley Ave., Suite 100
Ventura, CA 93001

Phone (805) 641-5000
www.ventura.k12.ca.us/classhr

WELCOMES YOUR APPLICATION FOR...

CHILD DEVELOPMENT TEACHER CHILD DEVELOPMENT TEACHER/BILINGUAL (OPEN/PROMOTIONAL)

Issue Date: July 1, 2008

RECRUITMENT #09-95

SALARY:

\$16.45 to \$20.63 per hour

Additional 2.9% stipend for bilingual skills

FILING DEADLINE:

Open for Continuous Filing

THE PURPOSE: To fill current part time vacancies and to establish an eligibility list for future vacancies.

THE POSITION: Under the direction of an assigned supervisor, provide supervision, care and learning activities to preschool-age children in a classroom environment; develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children; monitor, assess and report progress of children.

TYPICAL DUTIES: Provide supervision, care and learning activities to preschool-age children in a classroom environment; monitor, assess and adjust learning activities in response to the progress, needs and interests of children; provide a developmental program to enhance child readiness for kindergarten. Develop and implement a variety of learning activities and lesson plans; provide instruction, motivation and guidance to develop and enhance social, behavioral, physical, self-help, language, cognitive, emotional and educational skills, growth and development among assigned children. Oversee student practices and assignments in various subjects; assist individual and small groups of children with classroom projects and assignments; lead, monitor and interact with students in recreational, physical education, playground and other outdoor activities. Provide for and assure the safety and well-being of children during learning, outdoor and child care activities; observe and control child behavior in accordance with established policies and procedures; resolve student discipline issues and refer major discipline problems to appropriate authority. Prepare, develop, utilize, implement and present instructional materials according to children needs, progress and established educational standards; prepare and set up the classroom for learning, daily lessons and child care activities. Develop, implement and conduct children learning activities in various subjects such as art, music, language arts and physical education; oversee and interact with children during games, play, circle time and recreational and group activities. Evaluate the academic, physical, social and emotional growth and development of children; conduct related screenings and assessments; prepare detailed notes including anecdotal summaries regarding child progress. Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual students; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance. Read books to students and lead group activities related to language arts as assigned; explain, demonstrate and assist children with letter and word pronunciation and recognition. Oversee and participate in the preparation and distribution of food items to children as assigned; set up for and clean up following eating activities. Distribute and collect classroom materials and children assignments; review student work and completed assignments. Greet, assist and confer with children, parents, guardians and others during child pick-ups and drop offs; maintain and update sign-in and sign-out sheets. Prepare and maintain various records, reports and files related to students, attendance, assessment, progress, lesson plans, incidents, conferences and assigned activities; establish, maintain and file children portfolios; prepare and update various assessment forms and summaries as directed. Operate a variety of classroom and office equipment such as copiers, laminators, paper cutters, computers and assigned software. Coordinate, attend and conduct parent-teacher conferences; confer with parents, staff and others concerning children needs, progress, behavior and concerns; resolve child, staff and parent issues and conflicts in a proper and timely manner. Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean tables and sweep floors as assigned. Coordinate and oversee volunteers as required. Administer basic first aid to children as needed; prepare accident reports. Attend and participate in various meetings as assigned. Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, administrators, parents and others. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices of early child development. Child guidance principles and practices. Classroom procedures and appropriate child conduct. Instructional methods, techniques and strategies related to early childhood education. Safe practices in classroom and playground activities. Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Correct English usage, grammar, spelling, punctuation and vocabulary. Diverse academic, socioeconomic, cultural and ethnic backgrounds of assigned children. Operation of standard office and classroom equipment including a computer and assigned software. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Record-keeping and report preparation techniques. Basic first aid and CPR procedures.

Ability to: Provide supervision, care and learning activities to preschool-age children in a classroom environment. Develop and implement a variety of lesson plans, instructional materials and activities to meet the needs and interests of children. Provide instruction, motivation and guidance to develop and enhance child social, behavioral, physical, self-help, language, cognitive, emotional and educational skills, growth and development. Oversee student practices and assignments in various subjects. Monitor, assess and adjust learning activities in response to child progress, needs and interests. Monitor and control child behavior according to approved policies and procedures. Observe health and safety regulations. Assist individual and small groups of children with classroom projects and assignments. Operate standard office and classroom equipment including a computer and assigned software. Work independently with little direction. Meet schedules and time lines. Maintain records and prepare reports. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Maintain regular and consistent attendance.

Education and Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course in early childhood education and one year experience working with children in a classroom or similar learning environment.

Licenses and Other Requirements: Child Development Teacher Permit issued by the State. Valid First Aid and CPR Certificate issued by an authorized agency. Some incumbents in this classification may be required to speak, read and write in a designated second language.

Working Conditions: Classroom and outdoor environment.

Physical Characteristics: Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist children. Seeing to read a variety of materials and monitor children activities. Hearing and speaking to exchange information. Reaching overhead, above the shoulders and horizontally.

SELECTION PROCESS:

1. Child Development Teacher Permit
2. Supplemental Questionnaire
3. Passing a Qualifications Appraisal Interview
4. For bilingual considerations, passing a Spanish exam including Spanish to English and English to Spanish translations.

EXAMINATION WEIGHTS:

- Qualifying Only
Qualifying Only
100%
Qualifying Only

ALL APPLICANTS MUST ACHIEVE A PASSING SCORE IN EACH PART OF THE SELECTION PROCESS IN ORDER TO BE PLACED ON THE ELIGIBILITY LIST.

INTERVIEW DATE: Upon qualifying, you will be contacted in writing with regards to an interview date and time.

TO APPLY: You must obtain an application packet and **RETURN THE COMPLETED PACKET WITH THE SUPPLEMENTAL QUESTIONNAIRE AND CHILD DEVELOPMENT TEACHER PERMIT IN PERSON** to Classified Human Resources, Ventura Unified School District, 255 West Stanley Avenue, Suite 100, Ventura, CA. Applications must be sufficiently complete and specific to fully indicate the experience and other qualifications of applicants. A resume or additional attachments may be included with your application packet.

SALARY INFORMATION:

<u>STEP ONE</u>	<u>STEP TWO</u>	<u>STEP THREE</u>	<u>STEP FOUR</u>	<u>STEP FIVE</u>
\$16.45/HR (initial placement)	\$17.38/HR (6 mo.)	\$18.43/HR (1 yr.)	\$19.48/HR (2 yr.)	\$20.63/HR (3 yr.)

ALL NEW HIRES WILL BE PLACED AT STEP ONE OF THE SALARY SCALE.

PROMOTIONAL INFORMATION: Current Ventura Unified School District employees who are permanent by the filing deadline may compete on a promotional basis. All other applicants will be in the open competitive group, resulting in two eligibility lists, promotional and open. The promotional list takes precedence.

ACCOMMODATIONS FOR THE DISABLED: If specific accommodations for a disability are required, you must notify Classified Human Resources at 641-5000 Ext. 1172 no later than 4:30 p.m. five days prior to the Qualifications Appraisal Interview. If you have not made special arrangements by the deadline, it is assumed no special accommodations are required.

IF YOU SHOULD BE HIRED: In accordance with the Immigration Reform and Control Act of 1986, new employees must provide written proof of legal right to work in the United States.

The Governing Board and the Personnel Commission are committed to equal opportunities for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration.