



## LAKE TAHOE COMMUNITY COLLEGE DISTRICT

### Part-Temporary, Short-Term Temporary POSITION ANNOUNCEMENT

# CHILD DEVELOPMENT CENTER – TEACHER'S AIDE

Lake Tahoe Community College District announces an opportunity to work at the Child Development Center. This short term temporary, part-time (20 hours a week) position would report to the Director of Child Development programs. This position assists in the planning and implementing of a developmental curriculum for a group of children assigned in the infant or preschool classroom. Assists in the use and maintenance of equipment, materials and the facility.

#### Representative Duties:

- ❖ Assist in the incorporation of good health and safety standards of the children
- ❖ Assist children in learning self-help skills; providing for the physical care of the children, including but not limited to changing, diapering, feeding, and comforting as needed
- ❖ Assist in preparation of snacks and meals, as needed; helping to maintain an orderly environment
- ❖ Inform the supervisor when materials and nutrition supplies are needed
- ❖ Attend and participate in staff and parent meetings and events
- ❖ Assist in the maintenance of records and reports
- ❖ Assist the children if an emergency occurs and be part of the emergency readiness team
- ❖ Perform other duties as assigned

#### Education and Experience:

Any combination equivalent to graduation from high school plus six postsecondary semester units (or equivalent quarter units) in early childhood education or child development completed at an accredited or approved college or university, which shall cover the general areas of child growth and development or human growth and development; child, family and community or child and family; and program curriculum.

Hours are expected to be Monday-Friday, generally within the hours of 7:30 am to 6:30 pm; however, hours may vary according to the needs of the department.

**This position will be open until filled. To be considered for this position a completed application packet must be received by the Lake Tahoe Community College Human Resources Department.**

#### A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at <http://www.ltcc.edu/jobs>.)
2. Cover letter
3. Resume
4. Demographic Survey (optional)

**Note:** The District will only consider materials listed above in the selection process. Any additions to the application packet will be discarded. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position. Applicants will be required to submit

official transcripts upon offer of employment. All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance, and submit to a criminal history background check prior to beginning work.

## **B. SELECTION PROCEDURE**

After reviewing applications, those applicants judged the most suitable for the position will be invited to initial interviews. These applicants will be notified by phone. Meeting the minimum requirements does not guarantee an interview.

### **START DATE**

Preferred start date is as soon as mutually agreed.

## **C. COMPENSATION**

Salary: \$10.50 hourly (\$11.00 after January 1, 2017)

## **D. THE COLLEGE**

Lake Tahoe Community College (LTCC) is an evolving, dynamic, California community college in South Lake Tahoe. The waters and surrounding forests of Lake Tahoe are a national treasure, and the LTCC campus, featuring 164-forested and creekside acres, is a microcosm of the region's natural beauty. Located 6,229 feet above sea level, LTCC is Northern California's highest altitude college. This enthusiastic college community serves students from the bi-state, multi-jurisdictional watershed, including students from neighboring Nevada communities.

The progress and stability of Lake Tahoe Community College are rooted in an institutional commitment to student success and constant efforts to realize opportunities related to the region's unique geography and history. LTCC currently offers 21 associate in arts degrees, 13 transfer degrees (AA-T and AS-T), 32 certificates, and 21 short-term departmental certificates. Students planning to transfer to a four-year university have a wide variety of options, as LTCC offers the equivalent of the first two years of a four-year university program. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC's regionally accredited Fire Academy prepares students for Firefighter I certification in California.

LTCC, a single-college district, is widely recognized as the hub of culture and education for the surrounding community and is working toward its vision of becoming "California's premier destination community college."

LTCC currently serves approximately 5,971 credit and non-credit students each year who enroll in courses for transfer preparation, career and technical education, and foundational skills.

As an open-door institution, LTCC strives to minimize the barriers to college participation for those within and outside of its service area. Ensuring access to higher education is central to the core mission of LTCC:

### **OUR MISSION**

*Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.*

Originally granted full accreditation in January 1979, LTCC's accreditation status has been maintained through the regular process of self-evaluation and review by the Accrediting Commission for

Community and Junior Colleges (ACCJC), with the latest reaffirmation in February 2013. The University of California, the California State Universities, and other accredited colleges and universities give full credit for equivalent and transferable courses satisfactorily completed at Lake Tahoe Community College.

Thanks to our community, LTCC has an opportunity to revitalize the campus. A \$55 million General Obligation Bond (Measure F) was passed in November 2014. The bond is supporting LTCC renovation and modernization (classrooms, laboratories, and technology), leveraging state capital outlay and scheduled maintenance funding. In addition, the community support of the bond inspired a generous donation from a longtime Tahoe resident, providing for the construction of the Lisa and Robert Maloff University Center. With this exciting new University Center, access to upper-division level educational opportunities and academic support services are made possible through partnerships with other institutions. LTCC is currently in talks with several regional colleges and universities toward the objective of providing collaborative baccalaureate and graduate programs, providing a local gateway to a four-year degree.

**E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

Lake Tahoe Community College adheres to Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973 and is an Equal Opportunity Employer.

**F. SPECIAL ACCOMODATIONS**

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

**SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:**

Human Resources  
Lake Tahoe Community College District  
One College Drive, South Lake Tahoe, CA 96150  
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*  
humanresources@ltcc.edu

**All inquiries are considered confidential.**



## CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The District reserves the right to investigate past employment records of any candidate.
8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.
10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.



**LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT**

<b>1.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>2.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>3.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

<b>4.</b> Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by No. which one(s) you do ***not*** wish us to contact \_\_\_\_\_

**MILITARY SERVICE RECORD**

Were you in the Armed Forces? \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_ Rank \_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

\_\_\_\_\_  
Signature of Applicant

# CHILD DEVELOPMENT CENTER TEACHER

## SUPPLEMENTAL APPLICATION

### REQUIREMENTS:

Education: Any combination equivalent to graduation from high school plus twelve postsecondary semester units (or equivalent quarter units) with a major or emphasis in early childhood education or child development completed at an accredited or approved college or university, which includes 3 semester units (or equivalent quarter units) in administration of early childhood programs and 3 semester units (or equivalent quarter units) in infant studies (or willingness to complete the required units in infant studies upon hire).

Please list the courses you have taken, the college(s) attended and the units earned that demonstrate fulfillment of this requirement:

COURSE

UNITS

COLLEGE

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Experience: One year work experience in a licensed child care program in the age grouping appropriate for the position.

Please list dates, hours worked per week, employer and supervisor that demonstrates satisfaction of this requirement:

EMPLOYER

DATES WORKED

HRS PER WEEK

SUPERVISOR

TITLE

AGES OF CHILDREN

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### **PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureau of your choice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: Education and experience will be verified at point of hire through official transcripts, contact with employers and reference checks.

## Lake Tahoe Community College Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> <b>Asian excluding Filipino:</b> All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> <b>Black/African-American:</b> (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> <b>Filipino:</b> All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> <b>Hispanic</b> (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> <b>Native American:</b> All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> <b>Pacific Islander:</b> All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> <b>White/Caucasian</b> (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> <b>Other foreign national</b> (please specify): <input type="checkbox"/> <b>Decline to state</b>		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication:
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.