



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

CHILD DEVELOPMENT CENTER TEACHER

Lake Tahoe Community College has opened recruitment for a Teacher position in its Child Development Center. This is a part-time classified position (27.5 hrs/week), 12 months per year. Normal hours of work are Mondays through Fridays, hours to be determined at time of hire and may vary according to the needs of the department. Please see the attached position description for complete requirements and duties. Applicants must be eligible for the California Children Center permit. See the attached grid for details. At point of hire, CDC employees are required to pass a physical examination provided by the district, and meet applicable Title 22 and Title 5 requirements.

A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at www.ltcc.edu/jobs.)
2. Cover letter
3. Resume
4. COLLEGE TRANSCRIPTS (copies acceptable) or Permit
5. 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.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS

All applications must be received by **Monday, May 1, 2017 at noon** to be considered for this opening. LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to initial interviews. These applicants will be notified by phone on or about **Thursday, May 4, 2017**. Interviews are tentatively scheduled for **Thursday, May 11, 2017**. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is June 1, 2017, or as soon as mutually agreed.

C. COMPENSATION

Starting Salary: \$1,428 – \$1,516/month (or \$11.94 – \$12.67per hour)

Salary will be based upon approved CDC Teacher's range and step placement subject to experience and education.

The District provides membership in the Public Employees Retirement System (PERS).

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.

SOUTH LAKE TAHOE COMMUNITY AND AREA

Outdoor recreation is central to the culture and economy of South Lake Tahoe, home to a year-round, residential population of about 24,000. World-class winter skiing, summer mountain biking, hiking, camping, watersports and fishing as well as concerts, sporting events, and entertainment draw state, national, and international tourists/visitors. Students are only minutes away from 3 of the 14 ski resorts located around the lake. The sun shines an average of 249 days each year, giving students plenty of opportunities to get out and explore the Sierra Nevadas.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

F. SPECIAL ACCOMMODATIONS

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.

NOTE: 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.

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.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Child Development Center Teacher

Class Title: CDC Teacher
Bargaining Unit: Classified Employees Union

Definition:

Under the supervision of the Child Development Center Director and Lead Teacher, plan and implement a developmental curricula for the group of children assigned in either the infant/toddler or preschool classroom; oversee use and maintenance of equipment, materials and the facility; facilitate parent participation in the program.

Representative Duties:

- ❖ Work as a team teacher to plan curricula and conduct activities for assigned children; incorporate health and safety standards for the children into the overall program.
- ❖ Supervise parents and volunteers as they participate in daily activities within the classroom.
- ❖ Supervise area during nap periods.
- ❖ Maintain scheduled work hours; prepare and post weekly lesson plans written to support a stimulating environment for children.
- ❖ Maintain a clean and orderly physical environment conducive to the optimal growth and development of children.
- ❖ Attend and actively participate in staff and parent meetings and events.
- ❖ Conduct parent conferences in a timely manner.
- ❖ Maintain competence in the ECE field through staff in-service and a personal program of continuing education and broadening experiences.
- ❖ Actively participate in campus activities by serving on committees or representing the college at community events.
- ❖ Communicate with parents and staff members in a positive and supportive manner.
- ❖ Attend to the physical needs of the children including but not limited to diapering, feeding and comforting as needed.
- ❖ Prepare and maintain daily, weekly and monthly records and reports related to attendance, skill development, lesson plans, Needs and Services Plans, accidents and related areas.
- ❖ Assist the children if an emergency occurs and be part of the emergency readiness team.
- ❖ Perform other related duties as assigned.

Employment Standards:

Education and Experience:

- ❖ Any combination equivalent to graduation from high school, plus
- ❖ 12 semester units (or equivalent quarter units) from an accredited or approved college with a major or emphasis in early childhood education or child development, which includes 3 semester units (or equivalent quarter units) in administration of early childhood programs. If hired and assigned to the infant/toddler room requires 3 semester

units (or equivalent quarter units) in infant studies (or willingness to complete the required units in infant studies upon hire).

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

Knowledge of:

- ❖ The role of a teacher in a Child Development Center.
- ❖ Appropriate discipline techniques.
- ❖ Appropriate child development practices.
- ❖ Normal growth and development patterns in young children.
- ❖ Materials and equipment suitable for young children.
- ❖ Pediatric CPR and First Aid.

Ability to:

- ❖ Pass the required physical examination and maintain required health standards.
- ❖ Maintain scheduled work hours without an unusual number of absences and be flexible in rescheduling to meet the needs of the center.
- ❖ Perform duties in a professional manner.
- ❖ Work with a minimum of supervision.
- ❖ Prepare and implement daily, weekly, and monthly lesson plans.
- ❖ Supervise aides and parent volunteers.
- ❖ Maintain and prepare records and reports.
- ❖ Relate effectively to parents, staff and children.
- ❖ Perform with courtesy and tact in a variety of public contacts both in person and on the telephone.
- ❖ Work confidentially with discretion.
- ❖ Safely lift 40 pounds.

Additional Requirement (Licensure/Certification):

- ❖ See below

Supervision:

- ❖ Direction received from the Director of the Child Development Center.

CHILD DEVELOPMENT PERMIT MATRIX
with Alternative Qualification Options Indicated

Permit Title	Educational Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential must be earned in California
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE or related field with 3 units supervised field experience in ECE setting
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher with 12 units of ECE, plus 3 units supervised field experience in ECE setting
Site Supervisor	Option 1: AA (or 60 units) with 24 ECE/CD units including: core course** 16 GE units* 6 administration units 2 adult units	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	Option 2: BA or higher with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 3: Admin. Credential*** with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 4: Teaching credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting
Program Director	Option 1: BA with 24 ECE/CD units including: core courses** 6 administration units 2 adult supervision units	Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. Credential*** with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 3: Teaching credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting, plus 6 units administration; or Option 4: Master's Degree in ECE or Child/Human Development

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better.
 *One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.
 **Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.
 ***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

This matrix was prepared by the Child Development Training Consortium, www.childdevelopment.org. Call (209) 572-6080 for a permit application.

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

1. 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:				

2. 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:				

3. 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:				

4. 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:				

5. 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 _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

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

**AN EQUAL OPPORTUNITY
EMPLOYER**

**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 If yes, please call Human Resources at (530) 541-4660, ext. 226.		*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"/> Asian excluding Filipino: 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"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (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"/> Native American: 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"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (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"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
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: Tahoe Tribune; Other (please specify):
- 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.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150