



MERCED COUNTY COMMUNITY ACTION AGENCY  
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543  
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

## **JOB ANNOUNCEMENT - THIS IS NOT A COUNTY POSITION**

### **TEACHER ASSISTANT/RECEPTIONIST** **CHILD DEVELOPMENT CHILDREN AND FAMILY SERVICES PROGRAM**

#### **Overview:**

Under supervision of an Associate Teacher or higher position classification, assists in the development and instruction of children enrolled in a Child Development Program. Provides clerical assistance to the Site Supervisor as requested, responds to public inquiries about the program, makes and screens telephone calls, interacts with the public, maintains program files and confidentiality, and prepares reports with varying deadlines. This position classification provides support in the site office and the classroom as needed. Occasionally, may be required to provide support at other program sites on a temporary basis. It has been determined by an FLSA determination test that this is a non-exempt position classification.

#### **Essential Functions:**

- Provides instructional assistance in the classrooms as needed;
- Tells stories and leads songs;
- Demonstrates and discusses proper etiquette and cleanliness during mealtime with the children;
- Assists in the child evaluation process;
- Participates in parent conferences;
- Maintains order; helps move furniture and prepare and clean classrooms;
- May relieve culinary or custodial personnel on an as needed basis;
- Attends staff meetings and in-services training sessions;
- Answers telephones and takes messages;
- Provides clerical support to center staff: makes appointments, schedules meetings, and maintains center calendar;
- Assists the Site Supervisor in preparing reports with varying deadlines;
- Assists in the recruitment and registration processes;
- Operates standard office machines;
- Maintains client confidentiality and excellent customer service; and
- Other related duties as assigned.

#### **Knowledge and Abilities:**

- Verifiable experience working with young children in a similar capacity;
- Knowledge of child behavior and basic methods used in supervising children's activities;
- Ability to interact with children and adults;
- Ability to follow oral and written directions;
- Communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with children, parents, teachers and administrators.

#### **Requirements:**

- Possession of valid Child Development Permit at the required level or higher;
- Possession of or the ability to obtain a valid CPR License;
- Valid California driver's license, reliable transportation, current DMV report and proof of minimum California vehicle insurance;
- Ability to sit on low chairs (child size), walk, stoop, bend and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to stand as much as 75% of scheduled working time; and
- Ability to work both inside and outside where temperatures may vary.

**Education:**

A High School Diploma or GED is required.

Twelve units in Early Childhood Education or Child Development;

--OR--

Completion of an accredited Home Economics and Related Occupations (HERO) Program or Regional Occupation Program (ROP) in CD related occupations;

--OR--

Completion of equivalent training approved by the California Commission of Teaching Credentialing  
**Must possess or be eligible for a Child Development Assistant Teacher Permit.**

\*\*\*IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO KEEP PERMITS AND/OR CREDENTIALS CURRENT AND TO MAINTAIN EDUCATION

**SALARY RANGE** : \$11.02/HR.+ BENEFITS,  
40 HRS/WK

**APPLY AT:** MCCA, 1235 W. MAIN STREET,  
MERCED

**DEADLINE:** Open Until Filled

**JOB SITE** : Merced

**\*\*\*COPIES OF OFFICIAL TRANSCRIPTS AND PERMITS MUST BE SUBMITTED WITH APPLICATION\*\***

**This position requires a criminal background check and fingerprint clearance (paid by employer), pre-employment physical health check and TB clearance (paid by employer when conducted by employer-contracted medical provider).**

The American Federation of State, County and Municipal Employees (AFSCME-Local 2703), AFL-CIO represents this position under an Agency agreement.