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

Rebecca Guerra
Board Chairperson

Brenda Callahan-Johnson
Chief Executive Officer

JOB ANNOUNCEMENT - THIS IS NOT A COUNTY POSITION

TEACHER ASSISTANT

EARLY LEARNING PRESCHOOL PROGRAMS

Overview:

Under supervision of an Associate Teacher or higher, care for and assist in the development and instructions of children enrolled in a Child Development Program. This is a non-exempt position.

TYPICAL DUTIES:

- Asist assigned supervisor in the teaching of a group of children;
- Tells stories and leads songs;
- Demonstrates and discusses proper etiquette and cleanliness during mealtime with the children;
- Assist in the preparation and serving of breakfast, lunch and snacks, change diapers and toilet training as required.
- Assists in the child evaluation process and preparing reports
- Participates in parent conferences;
- Maintains order; helps move furniture and prepare classrooms;
- May relieve culinary or custodial personnel on an as needed basis;
- Attends staff meetings and in-services training sessions;
- Assists in the recruitment processes;
- Maintains client confidentiality and excellent customer service; and
- Other duties as assigned.

QUALIFICATIONS:

Education and or training:

- 6 units ECE/CD and current enrollment in an ECE/CD class at a regionally accredited college or university. Must possess or be eligible for a Child Development Assistant Teacher Permit or higher.

Experience

Six months of paid or volunteer experience working with young children. Knowledge of child behavior and basic methods used in supervising children's activities, ability to relate to children and adults, 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.

LICENSES AND OTHER REQUIREMENTS:;

- Valid California driver's license, reliable transportation, current DMV report and proof of minimum California vehicle insurance;
- Criminal background check and Fingerprint clearance (Paid by Employer)
- Valid CPR license, may be obtained upon employment
- Pre-employment physical health check and TB clearance (paid by Employer when conducted by Agency contracted medical provider)
- 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.
- **Must comply with Senate Bill 792 immunization requirements for influenza, pertussis, and measles. And Mandated reporter training under new law AB 1207 within 60 days of employment**

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

EMPLOYEE MUST KEEP PERMITS AND/OR CREDENTIALS CURRENT AND MAINTAIN EDUCATION
***All JOB OFFERS ARE CONTINGENT UPON COMPLETING A BACKGROUND AND PHYSICAL**

SALARY RANGE:

67.7	$22.26	$23.38	$24.55	$25.78	$27.08

BENEFITS: Medical (Employer Contribution), Dental & Vision (Paid by employer 100% if Medical is waived), Life Insurance (100% paid by employer), 403B Plan (Employer match up to 7%), and Step Increases of up to 5% after 1 year of employment.
JOB SITE: LOS BANOS
APPLY AT: (www.mercedcaa.org) **APPLICATION IS A MUST**
DEADLINE: Open until filled

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