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 DESCRIPTION

SUB TEACHER ASSISTANT (ON-CALL)

CHILD DEVELOPMENT CHILDREN AND FAMILY SERVICES PROGRAM

ESSENTIAL FUNCTIONS:

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

TYPICAL DUTIES:

- Assist assigned supervisor in the teaching of a group of children;
- Tell stories; lead songs; instruct children in eating and cleanliness,
- Assist in evaluating children and preparing reports;
- Participate in parent conferences;
- Maintain order; help move furniture and prepare classroom;
- May relieve culinary, custodial, or delivery personnel;
- Attend staff meetings and in-services training sessions.

QUALIFICATIONS:

Education:

Six (6) 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.

Experience:

Some verified experience working with young children as an employee or a volunteer.
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:

1. Valid California driver's license, reliable transportation, current DMV report and proof of minimum California vehicle insurance.
2. Criminal background check and Fingerprint clearance (Paid by Employer)
3. Possession of valid Child Development Permit.
4. Valid CPR License may be obtained upon employment.
5. Pre-employment physical health check and TB clearance (Paid by Employer when conducted by Agency contracted medical provider).
6. 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.
7. 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

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

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: (ON-CALL BASIS)

67.7	$22.26	$23.38	$24.55	$25.78	$27.08

APPLY AT: MCCAA, 1235 W. Main St., Merced (www.mercedcaa.org)

JOB SITE: FLOATER/ Various Sites; Merced, Los Banos, Stevinson, Delhi, and Le Grand

DEADLINE: OPEN UNTIL FILLED

THIS IS NOT A COUNTY POSITION

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