



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Continuous Recruitment

SUBSTITUTE AIDE OR ASSISTANT TEACHER – Child Development Center

(Hours will vary per week; rate of pay dependent on ECE/Child Development units completed [\$12.00-\$12.33])

Short Term Non-Continuing Assignment (STNC)

Applications will be maintained in a pool annually through June 30th

RESPONSIBILITIES

Under direction of a Child Development Specialist, assists in the supervision of children and implementing curriculum, including but not limited to the following:

- Assists in planning and implementing daily program.
- Assists in preparing and setting up activities.
- Uses effective positive discipline methods that are respectful of the child.
- Assists in collecting data for maintenance of developmental records.
- Works in cooperation with team members to keep yard and equipment safe and in order.
- Treats all children with dignity and respect.
- Assists in the supervision of the classroom and yard.
- Report to work on time for assigned working hours.
- Attends and participates in team meetings and all-staff meetings.
- Maintains the confidentiality of all Center information and records.
- Applies proper emergency procedures and acts accordingly.
- Performs other related duties as assigned.

QUALIFICATIONS

Ability to lift up to 50 pounds; frequently change physical positions; move quickly; walk and/or stand for long periods of time; sit at children's eye level; stoop, bend, twist, and reach; hear a child calling for help; see a child on the playground or in the classroom.



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Upon employment must successfully complete a Physician's Report, TB test, Live Scan fingerprint check, Criminal Records Clearance, and Child Abuse Index.

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly substitute position, hours will vary per week, \$12.00-\$12.33 per hour (depending on ECE/Child Development unites completed). Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: Submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- You may attached a resume and/or letter explaining how you meet the qualifications.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium



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grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*