INTERNAL TRANSFER OPPORTUNITY
(Note: the in-house internal transfer process is a new process in accordance with the provisions of the SEIU Local 790 Contract, and is subject to modification and/or amendments on an as needed basis.)

3597 SCHOOL AIDE II
SCHOOL AGE AND PRE-SCHOOL TEACHERS’ AIDE

Filing Deadline: 4:00 P.M., Monday May 22, 2006
Appointment Type: Temporary Exempt
Salary Range: $14.85 - $17.42 per hour
Date Issued: 5/12/06

Appointment Type: Temporary-exempt. Exempt employees are considered “at will” and serve at the discretion of the appointing officer. This position is fully funded by the Full-Day State Pre-School Child Development Grant fund and is funded on a yearly basis.

Schedule: One (1) part-time (25 hours per week) position.

Location: Child Development and Family Studies Department, Campus Child Development Center, 50 Phelan Avenue, Bungalow 320, San Francisco, CA 94117

POSITION DESCRIPTION: Under immediate supervision of the Site Supervisor, the 3597 School Aide II will provide a flexible and developmental approach to the child’s learning motivation; assist in record keeping and perform various duties in connection with the operations of the Full-Day State Pre-School program.

EXAMPLES OF DUTIES:
1. Assist in the planning of an effective child development program, meeting the physical, social, emotional, cognitive, and creative needs of each child as defined in the Funding Terms and Conditions for State Pre-School Full-day Program.
2. Assist the Site Supervisor in the development and implementation of age appropriate curriculum for all enrolled children including written documentation; maintain daily curriculum plans; provide guidance; ensure that child care routines are carried out in a manner that is timely, hygienic, safe and consistent with good child development principles and practices.
3. Oversee small group activities both inside and outside the classroom; maintain discipline according to developmentally appropriate guidelines and making sure that all safety procedures are followed.
4. Plan, prepare and supervise serving of meals/snacks according to the Child Care Food Program.
5. Be supportive of family members and their concerns; providing direction when they assist in the classroom. When family members communicate their concerns, convey the concerns as soon as possible to the Site Supervisor.
6. Monitor what is going on at all times, watching for the safety of all children.
7. Work as part of a team, sharing responsibilities as needed.
8. Attend and participate in staff meetings, and engage in professional growth activities.
9. Assist in writing assessments and observations, creating and developing portfolios on the children.
10. Assist in keeping track of equipment and supplies.
11. Perform other duties as assigned by the Site Supervisor.
MINIMUM QUALIFICATIONS: Applicants must be current part-time temporary-exempt incumbents in Class 3597 School Aide II with City College of San Francisco.

APPLICATION PROCEDURE: Applicants must submit the following materials to Clara Starr, Director, Human Resources, 33 Gough Street, San Francisco, CA 94103, by the filing deadline (postmarks will not be honored). Applications filed without all the required documents will be rejected:
1. A letter expressing interest in the position specifically indicating how you meet the Minimum Qualifications as listed in this announcement and identifying the department above; AND
2. A City College San Francisco employment application completed in full. Application forms are available at the CCSF Human Resources Department and can be requested in person at 33 Gough Street, San Francisco, or by calling (415) 241-2246. Applications may also be downloaded from the CCSF website at www.ccsf.edu/hr.


SUPPLEMENTAL: Depending on the number of applicants, CCSF reserves the right to establish and implement additional screening mechanisms that comparatively evaluate the qualifications of each candidate. Applicants meeting the minimum requirements are not guaranteed advancement to the interview. The decision of the Chancellor/designee in the selection process is final and is not appealable. Note: Documents included with the application package become the property of City College of San Francisco and will not be returned. Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 241-2285 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

NOTES: In compliance with the Immigration and Reform and Control Act of 1986, all persons entering District employment will be required to prove their identity and authorization to work in the United States.

MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY
CCSF IS AN EQUAL OPPORTUNITY EMPLOYER