



**TEACHER ASSISTANT, CHILD DEVELOPMENT CENTER (CDC)**

**SALARY GRADE:** [C2-30](#)

**POSITION CHARACTERISTICS:**

Position reports to the Assistant Director, Child Development Center at De Anza College. A 12-month assignment, Monday through Friday, three (3) hours each day, not to exceed sixteen (16) hours per week.

**DUTIES:**

1. Assist in the care, development, and instruction of children.
2. Provide small group, or individual, instructional assistance for children.
3. Provide assistance in content support, learning strategies, and organization.
4. Assist in providing developmentally appropriate educational activities for children.
5. Maintain cooperative, effective working relationships in a team setting.
6. Apply policies, procedures, rules, and regulations appropriately.
7. Help teachers with multicultural education curriculum development and implementation.
8. Maintain progress and attendance records.
9. Meet schedules and timelines.
10. Attend meetings as appropriate.

**MINIMUM QUALIFICATIONS:**

A Child Development Assistant Permit – To qualify for the Child Development Assistant Permit, individuals must satisfy **all** of the requirements listed in one of the following options:

Option 1

1. Complete six (6) semester units of early childhood education or child development course work.
2. School-Age Emphasis under this option requires that three of the six semester units in early childhood education/child development be completed in school-age course work.

Option 2

1. Complete an approved Home Economics and Related Occupations (HERO) or Regional Occupation Program (ROP) in Child Development Related Occupations.

**PREFERRED QUALIFICATIONS:**

1. Twelve (12) units in Early Childhood Development including core courses, child/human growth and development, child/family community, or child and family relations; and programs curriculum.
2. Bilingual in Mandarin, Cantonese, Vietnamese, Hebrew or Spanish.
3. Experience with and commitment to working in a diverse teaching team while assisting culturally inclusive teaching practices as well as participating in dialogues on equity in education.
4. Experience in assisting culturally sensitive parent engagement.
5. Experience with assisting inclusive teaching and learning environment.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Best practices in the field of Child Development.
2. Record-keeping techniques.
3. Oral and written communication skills.
4. Interpersonal skills using tact, patience, and courtesy.

### **Ability to:**

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Establish and maintain cooperative and effective working relationships with others.
3. Operate a computer and assigned office equipment.
4. Plan and organize work.

## **WORKING CONDITIONS:**

### **Environment:**

1. Classroom environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

EEO Code: H-50

Date Created: November 2004; Revised: October 2012; August 2015