

**INDIAN HILLS COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

July 22, 2010

I. Policy Title: Assistant, Child Development

II. Code Number: CL355501.CHI

III. Minimum Job Requirements:

- Completion of high school or equivalent required. Post secondary training preferred.
- At least one year working with children in a child care agency or school is preferred.
- Must relate well with adults and children and display a high degree of competency in child care. Be capable of creating a positive nurturing child care environment.

IV. Job Summary:

Provide appropriate play and learning activities for young children which encourages creativity and self expression, promotes health, physical growth, and motor development and stimulates interest in mathematics, sciences and the arts. This person will be supervised on a daily basis by the Director, Child Development Center.

V. Work Performed:

- A. Assist the Director, Child Development Center in the supervision of the children, preparation of materials and meals, and observation of individual children.
- B. Assist in planning and carrying out daily curriculum as directed by the Director, Child Development Center.
- C. Alert the Director, Child Development Center when supplies are running low or when toys or equipment are in need of repair.
- D. Function within the framework of the philosophy and objectives of IHCC and the Health Occupations Department.
- E. Work cooperatively with staff members and parents.
- F. Assist with regular observation of children, completing reports, and communication with parents.
- G. Address parental concerns as they occur.
- H. Perform routine custodial tasks in classroom and building.
- I. Assist with supervision of children, and students.
- J. Assume responsibility for classroom assigned.

K. May have responsibilities for opening and closing facility.

L. Function as role model for students.

M. Maintain regular attendance for assigned schedule.

N. Perform other duties as assigned.

- VI. Responsible To:** Director, Child Development Center
- VII. Position Level:** Auxiliary Support Level IV, Non-Exempt, Traditional Funding, at will employment on a letter of employment.
- VIII. Start Date:** Immediate
- IX. Position:** Replacement – Fran Dickinson, Francee Vernoy
- X. Yearly Employment Length:** Part time
- XI. Schedule:** Monday-Friday varied hours
Approximately 20-25 hrs/wk
- XII. Funding Year:** August 26
- XIII. Funding:** DAYC 30-2-8931-01-55100 100%
- XIV. Wage:** \$8.75 - \$9.36/hr.
- XV. Closing Date:** Until Filled
- XVI. Application:** Send letter of Application and Resume
Human Resources
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501
Email: hr@indianhills.edu