

# *Fresno State Programs for Children*

## **JOB ANNOUNCEMENT - PFC #09-441 ASSOCIATE TEACHER**

### **POSITION**

**Full-time, non-benefited, temporary** position for the Fresno State Programs for Children - Joyce M. Huggins Early Education Center. The Joyce M. Huggins Early Education Center provides education and care services to children of Fresno State students, and to a lesser degree, community members. The individual in this position will work as part of a team to provide a comprehensive early education and care program for children from infancy through school-age.

### **DUTIES AND RESPOSIBILITIES**

- Offer care, guidance, and education for all children
- Participate in developing weekly learning experiences and prepare lesson plans
- Participate in preparing, planning and providing a balanced, integrated and appropriate instruction for all children including those with special needs.
- Creating a classroom environment that supports learning
- Participate in assessment activities
- Participate in supervising student assistants and volunteers
- Attend and actively participate in weekly staff meetings
- Convey instructional, facility, health, and safety needs to teacher/master teacher
- Conduct regularly scheduled parent conferences
- Attend parent meetings and other activities
- Encourage parent involvement and actively communicate with parents daily
- Assist in fund-raising activities
- Participate in professional development and educational programs at the center, university, and through ECE organizations

**REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

**EDUCATION:** Twelve CD/ECE units required in order to obtain Child Development Associate Teacher Permit

**EXPERIENCE:** Previous experience in early childhood education programs preferred.

**REQUIRED:** Child Development Associate Teacher Permit at time of hire or in process of receiving permit shortly after time of hire.

**SALARY:** \$1,483.70 – \$1,802.63/mo, depending on experience.

**DEADLINE:** Open until filled. Anticipated start date of August 24<sup>th</sup> 2009.

**TO APPLY:** Obtain and submit employment application at: [www.auxiliary.com](http://www.auxiliary.com)

California State University, Fresno Auxiliaries-Human Resources  
2771 E. Shaw Ave.  
Fresno, CA 93710  
FAX: (559) 278-0988

*Employment for this position is by Fresno State Programs for Children. This is not a State of California position.*