

Fresno State Programs for Children

TEACHER – CAMPUS CHILDREN’S CENTER

JOB ANNOUNCEMENT #19-997

POSITION SUMMARY:	Teacher – Full-time, benefited position for Fresno State Programs for Children. This position will provide comprehensive child development and early education program for the infant/toddler, preschool, and school-age children within the Campus Children’s Center.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Program Director, the Teacher will be responsible for the following duties and responsibilities, up to and including:</p> <ul style="list-style-type: none"> • Offering education, care and guidance for all children • Developing weekly learning experience and prepare lesson plans • Preparing, planning and providing a balanced, integrated and appropriate instruction for all children including those with special needs • Preparing a classroom environment that supports learning • Planning and participating in assessment activities • Maintaining records of children’s work and progress • Conveying instructional, facility, health and safety needs to master teacher or administrator • Coordinating, supervising and evaluating assistant/associate teachers, student assistants and volunteers • Conducting weekly staff meetings • Encouraging parent involvement and have parent contact on a daily basis • Identifying needs and refer families to community resources • Planning and attending parent meetings and other activities • Conducting parent conferences regularly • Assisting in fund-raising activities • Participating in professional development and educational programs at the center, university and through ECE organizations • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Minimum of an Associate of Arts (A.A.) or Science (A.S.) degree in Early Childhood, Child Development or closely related field • Child Development permit required • Three (3) Infant units required • First Aide/CPR Certified • Previous experience in early childhood education programs preferred • Valid Driver’s license, as driving may be a requirement of the position
SALARY/BENEFITS:	\$2,080.00/month. Benefits include health, dental, vision, and life insurance, vacation, sick and holiday pay.
FILING DEADLINE:	Application review begins February 13, 2019; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
 Employment for this position is by the Fresno State Programs for Children. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER