

Fresno State Programs for Children

MASTER TEACHER (INFANT/TODDLER or PRESCHOOL) – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #22-308

POSITION SUMMARY:	Full-time, benefited position for Fresno State Programs for Children. Fresno State Programs for Children provides child development services for children three months to 12 years old and has three sites located on the campus of California State University, Fresno. The position of Master Teacher is responsible for providing a comprehensive early education and child development program; supervision, training and evaluation of teaching staff; curriculum, assessments; classroom environment; parent involvement and coordination with academic programs.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Program Director, the Master Teacher will be responsible for the duties below. Typical duties include, but are not limited to, the following:</p> <p><u>Children's Program:</u></p> <ul style="list-style-type: none"> • Offer education, care and guidance for all children in the classroom • Develop weekly learning experience and prepare lesson plans • Prepare, plan and provide a balanced, integrated and appropriate instruction for all children including those with special needs • Prepare a classroom environment that supports learning • Plan and engage in assessment activities • Maintain records of children's work and progress • Convey instructional, facility, health and safety needs to administrator <p><u>Personnel:</u></p> <ul style="list-style-type: none"> • Coordinate, supervise and evaluate teachers, assistant/associate teachers, student assistants and volunteers • Conduct weekly staff meetings • Participate in the hiring process for staff members (Teachers, Associate Teachers, student assistants) <p><u>Families:</u></p> <ul style="list-style-type: none"> • Encourage parent involvement and have parent contact on a daily basis • Identify needs and refer families to community resources • Plan and attend parent meetings and other activities • Conduct parent conferences regularly • Assist in fund-raising activities <p><u>Academic Component:</u></p> <ul style="list-style-type: none"> • Supervise university students in the classroom • Participate 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"> • Bachelor's degree or higher in Early Childhood, Child Development or closely related field • Teacher Credential or Child Development Permit, have equivalent qualifications • CPR/First Aide Certified • Previous experience in early childhood education programs preferred • Knowledge of child guidance principles and practices, child development, child care, preschool and infant/toddler activities • Health and safety issues and safe practices in classroom and playground activities
SALARY/BENEFITS:	\$20.07 - \$22.00 per hour. Salary will be commensurate with education and experience. Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.

DEADLINE:	Application review begins April 27, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ 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

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.