

# Fresno State Programs for Children

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

JOB ANNOUNCEMENT #22-309

<b>POSITION SUMMARY:</b>	<b>Full-time, benefited position for Fresno State Programs for Children.</b> 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 Teacher will provide comprehensive child development and early education program for the infant/toddler, preschool, and school-age children.
<b>ESSENTIAL JOB FUNCTIONS:</b>	Under the general direction of the Program Director, the Teacher will be responsible for the following duties and responsibilities, up to and including: <ul style="list-style-type: none"> <li>• Offering education, care and guidance for all children</li> <li>• Developing weekly learning experience and prepare lesson plans</li> <li>• Preparing, planning and providing a balanced, integrated and appropriate instruction for all children including those with special needs</li> <li>• Preparing a classroom environment that supports learning</li> <li>• Planning and participating in assessment activities</li> <li>• Maintaining records of children’s work and progress</li> <li>• Conveying instructional, facility, health and safety needs to master teacher or administrator</li> <li>• Coordinating, supervising and evaluating assistant/associate teachers, student assistants and volunteers</li> <li>• Conducting weekly staff meetings</li> <li>• Encouraging parent involvement and have parent contact on a daily basis</li> <li>• Identifying needs and refer families to community resources</li> <li>• Planning and attending parent meetings and other activities</li> <li>• Conducting parent conferences regularly</li> <li>• Assisting in fund-raising activities</li> <li>• Participating in professional development and educational programs at the center, university and through ECE organizations</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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> <ul style="list-style-type: none"> <li>• Minimum of an Associate of Arts (A.A.) or Science (A.S.) degree in Early Childhood, Child Development or closely related field</li> <li>• Child Development permit required</li> <li>• Three (3) Infant units (Required for Infant/Toddler Teachers)</li> <li>• First Aide/CPR Certified</li> <li>• Previous experience in early childhood education programs preferred</li> <li>• Valid Driver’s license, as driving may be a requirement of the position</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$15.00 per hour.</b> Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins April 27, 2022; Open until filled.</b>
<b>TO APPLY:</b>	<b>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b>  California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710                      Fax: (559) 278-0988  Application & resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

### **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.