

Fresno State Programs for Children

MASTER TEACHER (DUAL IMMERSION CLASSROOM) – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #24-635

POSITION SUMMARY:	<p>Full-time, benefited position with Fresno State Programs for Children. This position is responsible for providing a comprehensive early education and child development program in a Spanish/English language immersion classroom; Responsibilities include supervision, training and evaluation of teaching staff; curriculum, assessments; classroom environment; parent involvement and coordination with academic programs.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to, the following. Other duties may be assigned.</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 assistant, etc.) <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.
POSITION REQUIREMENTS:	<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. • Three (3) units of special education coursework. • Four (4) years teaching experience. • Able to fluently speak, comprehend, read and write in Spanish and English. • Ability to: <ul style="list-style-type: none"> ○ Interpret and apply policies, procedures, rules and regulations to parents, students, and others; establish consistent, stable and supportive relationships students and their families; prepare and manage records, reports and other documents as required; maintain confidentiality of records and information; work with a diverse ethnic, cultural and socio-economic population; organize/adjust priorities for

	<p>multiple tasks and events; work under pressure of deadlines; establish effective working relationships with students, parents and school personnel; prepare and implement lesson plans appropriate to school environment and oversee and motivate children’s learning activities; train and provide direction to others.</p> <ul style="list-style-type: none"> • 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.
COMPENSATION:	\$27.01 - \$29.57 per hour, depending on qualifications and experience. Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.
DEADLINE:	Application review begins immediately. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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.*

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