

# Fresno State Programs for Children

## MASTER TEACHER (TODDLER) – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #24-608

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with 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 Master Teacher is responsible for providing supervision and care for infant/toddler, preschool, and school-age children. Responsibilities include but are not limited to supervision of site personnel, curriculum, assessments, site evaluation, parent involvement and coordination with academic programs.</p> <p>This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. (AB1207) We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties include, but are not limited to, the following. Other duties may be assigned.</p> <p><u>Administration and Implementation:</u></p> <ul style="list-style-type: none"> <li>• Provide daily on-site administration and supervision for one site.</li> <li>• Offer care guidance and education for children at the site.</li> <li>• Complete infant needs and services plan with the assistance of the infant’s authorized representative prior to the infant’s first day at the center &amp; update at least quarterly, or as often as necessary, to ensure its accuracy</li> <li>• Prepare, plan and provide a balanced, integrated and appropriate instruction for all children including those with special needs.</li> <li>• Prepare a classroom environment that supports learning.</li> <li>• Plan and participate in assessment activities.</li> <li>• Coordinate program evaluation and annual site review.</li> <li>• Work to ensure that site meets licensing, contract and program policies and standards.</li> </ul> <p><u>Personnel:</u></p> <ul style="list-style-type: none"> <li>• Coordinate, supervise and evaluate teachers, assistant/associate teachers, student assistants and volunteers.</li> <li>• Conduct weekly staff meetings.</li> </ul> <p><u>Families:</u></p> <ul style="list-style-type: none"> <li>• Encourage parent involvement and have parent contact on a daily basis.</li> <li>• Identify needs and refer families to community resources.</li> <li>• Plan and attend parent meetings and other activities.</li> <li>• Conduct parent conferences regularly.</li> <li>• Assist in fund-raising activities.</li> <li>• Assist in parent advisory meetings.</li> </ul> <p><u>Academic Component:</u></p> <ul style="list-style-type: none"> <li>• Supervise university students in the classroom.</li> <li>• Participate in professional development and educational programs at the center, university and through ECE organization.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• Bachelor’s degree or higher in Early Childhood, Child Development or closely related field.</li> <li>• Teacher Credential or Child Development Permit or have equivalent qualifications.</li> <li>• Minimum of six months experience in an early childhood education setting</li> <li>• Fingerprint clearance for DOJ, FBI, CACI</li> <li>• Health screening, immunizations (TB, Measles, Pertussis, FLU or FLU waiver)</li> </ul>

	<ul style="list-style-type: none"> <li>• First Aide/CPR Certified</li> <li>• Valid Driver's license, as driving may be a requirement of the position</li> <li>• Preventative Health &amp; Safety training</li> <li>• Must take the Child Care Center Part II: Operations &amp; Record Keeping Orientation</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ 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 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.</li> </ul> </li> <li>• 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.</li> </ul>
<b>COMPENSATION:</b>	<b>\$27.01 per hour.</b> Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins immediately.</b> Position will remain open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></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 California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**