

Fresno State Programs for Children

TEACHER (INFANT/TODDLER) – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #23-512

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 Teacher will provide comprehensive child development and early education program for the infant/toddler, preschool, and school-age children.
ESSENTIAL JOB FUNCTIONS:	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"> • 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:	<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"> • 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 for Infant/Toddler Teachers) • 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
COMPENSATION:	\$19.13 per hour. 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:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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