Fresno State Programs for Children

Substitute (Infant/Toddler & Preschool) – Programs For Children
JOB ANNOUNCEMENT #23-523

POSITION SUMMARY:	**Long-Term, part-time substitute 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 Substitute will provide comprehensive child development and early education program for the infant/toddler, or preschool.
ESSENTIAL JOB FUNCTIONS:	Under the general direction of the Program Director, the Substitute Teacher will be responsible for the following duties and responsibilities, up to and including: • Offering education, care and guidance for all children • Developing/ Following weekly learning experiences • 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 • Participating in assessment activities • Maintaining records of children's work and progress • Conveying instructional, facility, health and safety needs to master teacher or administrator • Identifying needs and refer families to community resources • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	*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.* • Minimum of 12 units in Early Childhood, Child Development or closely related field • Child Development permit preferred • 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:	**$15.50 -$21.00 per hour.** Position is non-benefited.
FILING DEADLINE:	**Application review begins immediately. Position will remain open until filled.**
TO APPLY:	**Please visit the Auxiliary Human Resources page https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person:** California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 **E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

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.