

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: <ul style="list-style-type: none"> • 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:	<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 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:	\$16.00 - \$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 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