



SPA JOB ANNOUNCEMENT

Position Title:	TEACHER – Interim Pool (3 Positions)
Recruitment #:	#116
Full/Part-Time:	Time base varies/ Intermittent This recruitment creates a pool of qualified applicants to be contacted as needed.
Temporary:	This is a Temporary and/or hourly intermittent appointment - no probationary period applies and no permanent status is granted. This temporary position ends on or before June 30, 2018. Any continuation beyond June 30, 2018 is contingent upon satisfactory performance and available funding.
Salary:	\$16.00 per hour
Department:	CSUB’s Children’s Center
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance; Pre-Placement Physical & TB Clearance upon hire; CPR/First Aid Certification within 30 days
Sensitive Position	Yes
Posted:	October 20, 2017
Closing Date:	For priority consideration, application materials must be received by <u>November 3, 2017</u>, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSUB, Auxiliary job application download at: <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html>
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

SUMMARY: To provide a safe, healthy, developmentally appropriate, educational and supervised environment for children 6 months - 5 years of age (i.e. indoor classroom, outdoor play area, and during field trips). Encourage parent involvement in all aspects of the program. To promote the social, emotional, physical and cognitive development of children. To develop individual goals for children, provide ongoing assessments and children’s progress and facilitate transitions to kindergarten. Responsible for maintaining compliance with all applicable regulations, policies and procedures.

SUPERVISION RECEIVED: Receives supervision from the Site Supervisor and Center Director

SUPERVISION EXERCISED: In the absence of the Center Director: Site Supervisor, and Lead Teacher (as applicable).

DUTIES: *This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

A. Essential Job Specific Duties:

- In a team teaching approach, staff is responsible for creating, implementing, and ensuring the physical environment is clean, safe, inviting, and meets ITERS/ECERS standards; is stimulating and conducive to learning; is respectful of the children's cultures and ethnic diversity and reflects the needs of the children served; space in the classroom is well organized into easily recognizable functional areas.
- Perform the functions of this position with a strong understanding of the California Department of Education, Early Education Division Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices.
- Staff is responsible for ensuring the completion and implementation of developmentally appropriate Science, Technology, Engineering, Art and Math (STEAM) lesson plans which provide opportunities for children to participate in a variety of activities indoors and out; provide large group, small group, and individual activities; teacher-initiated and child-initiated activities; and integrate the educational concepts of health, nutrition, and social and emotional well-being.
- Implements the 3 CLASS domains of effective teacher-child interactions in emotional support, classroom organization and instructional support.
- Maintain a comprehensive and ongoing electronic portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment, completed as per DRDPtech and DRDP application procedure.
- Conduct two (2) parent/teacher conferences as required, per year.
- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
- Use the playground as an extension of the classroom; assures that the playground is safe.
- Report all child injuries and unusual incidents to the Site Supervisor and/or Center Director immediately.
- Changes diapers as needed, and assists with potty training techniques as age and developmentally appropriate.
- Implement effective classroom behavior management strategies.
- Adhere to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities. In collaboration with disabilities staff and Local Education Agencies (LEA) ensure the delivery of services to any disabled child in accordance to the goals and objectives of the child's Individual Education Plan (IEP) and Individual Family Service Plan (IFSP).
- Follows procedures as a mandated reporter to report suspected child abuse/neglect.
- Implement and maintains compliance with universal precautions in the classroom or outdoor environment and administering first aid.
- Prepares and submits accurate and timely reports, assessments and correspondence as required. For example, lesson plans, time sheets, meal reports etc.
- In collaboration with Site Supervisor, plan and implements monthly fire and emergency drills.
- Works with Teacher Assistant, Student Assistant, and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.
- Maintain confidentiality of records and information on children and families at all times.
- Performs any other like duties as assigned.

B. Other Job Specific Duties:

- Works alternative hours as required.
- Attend all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.

REQUIRED QUALIFICATIONS: Attach copy of degree, transcripts, permit (as needed to demonstrate qualifications listed below)

- An Associate degree in Early Childhood Education, Child Development, Family & Child Studies, or Elementary Education with at least 24 credit hours in Early Childhood Education or;
- A Bachelor's degree or advanced degree in any field with at least 24 credit hours in Early Childhood Education or;
- A Master Teacher or Site Supervisor Permit from the California Department of Education, Child Development Division
 - Each of the above qualifying criteria must include 1-year experience teaching children aged 2-5 years in a group child-care setting

- Each of the above qualification criteria must include 6 semester credit hours in Infant and Toddler Care. In progress credit hours will be considered, but must be completed within a 6-month period.
- Have knowledge and experience in the philosophy and practices of CSUB Children's Center (or comparable child development programs), early childhood education, developmentally appropriate practice and Desired Results Developmental Profile (DRDP 2015).
- Personal qualifications as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities; and
- An education or experience in collaborating with parents in the education of their children.
- Must successfully pass a physical examination and tuberculosis test, and comply with other background checks as required by the Center (fingerprint clearance, CPR/First Aid).

Additional Requirements:

- Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: Training, evaluation, and program development;
- Requires effective interpersonal and oral communication skills for supervisory duties;
- Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare reports that are clear, complete, comprehensive, and use good grammar and punctuation;
- Successful experience working in a team setting,
- Ability to present a positive image of the organization to members of the community;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder;
- Must be able to lift 50 pounds;
- Experience successfully working with a culturally diverse staff and clients.

Working Conditions:

- Possible exposure to blood and bodily fluids or tissues;
- Possible exposure to communicable diseases;
- Job requires sitting for long period of time (during planning and reporting) and standing for long periods of time (during observations and training), as well as stooping, squatting, and running;

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m.

California State University, Bakersfield Auxiliary for Sponsored Programs Administration is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status

on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources' Job Opening/Status Inquiry page at: <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html> and click on the "JOB STATUS" icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.