Salary Range: $13.00-$14.00/Hourly

Work Schedule: Full-Time. The position varies in time, Monday- Friday, 7:15am-3:45pm and 9:00am-5:30 pm. Non-Exempt Classification. This position is established on a 12 month basis, may or may not include quarter breaks. This position is eligible for benefits.

Position Overview: Under the supervision of the Director of the Child Care Center and Lead Teacher, the Child Care Center Teacher is responsible for assisting the Lead Teacher in supervising the children and implementing curriculum. The Child Care Center Teacher must demonstrate the ability to act responsibly and independently, be aware of safety concerns and protect children accordingly. The incumbent must have a warm and friendly personality, be sensitive to the feeling and need of others, be able to relate well to children and adults and be willing to carry out their responsibilities in accordance with the school’s educational philosophy and mission.

Essential Duties:

60%
- Assist in planning and implementing the daily program under the direction of the Lead Teacher.
- Assist in preparing and setting up activities and learning centers.
- Use effective, positive discipline methods which are respectful of the child.
- Assist with collecting date for maintenance of developmental records.
- Maintain a program which respects each child’s cultural and ethnic background and supports diversity in a non-biased manner.

10%
- Work in cooperation with other classrooms to keep yards and equipment safe and in order.
- Treat all children with dignity and respect.

20%
- Assume supervisory responsibility in the Lead Teacher’s absence.
- Supervise the classroom when the Lead Teacher is out of the room.
- Inform the Lead Teacher or Director of any information about a child that you feel should be relayed to the parent.

10%
- Maintain the confidentiality of all Center information and records.
- Attend all staff meetings, in-service and parent meetings.
- Know proper emergency protocol and be able to act accordingly.
- Perform other duties as assigned.

Qualifications:

Teacher 1 and 2 Distinguishing Factors:

Teacher 1 Education: Must qualify for a valid State of California Children’s Center Teacher Permit.

Teacher 2 Education: Must have a degree from a four year college/university with major or minor in Child Development or Early Childhood Education, and qualify for a State of California Master Teacher Permit.

Teacher 1 Experience: One year experience working with parents and teachers in a licensed agency with a preschool or infant/toddler environment.

Teacher 2 Experience: One year full-time experience working with parents and teachers in a licensed agency with a preschool or infant/toddler environment.

Requirements for Both Positions:

Special Requirements: Must be able to pass a pre-employment T.B. Test and physical examination. First Aid and CPR certification are required at time of employment.

Physical Requirements: Must be able to life a child who weighs up to 40 pounds
Must be able to hear a child calling for help.
Must be able to see a child on the playground.
Demonstrate ability to interact effectively with children, parents and staff. Must show imagination, creativity, initiative, warmth and flexibility.

Incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Review of applications/resumes will begin October 22, 2015 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS Student Employment Application is required. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.

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http://www.calstatela.edu/univ/uas/hrmformtemp.php