

Fresno State Programs for Children

ASSOCIATE TEACHER – JOYCE M. HUGGINS EARLY EDUCATION CENTER

JOB ANNOUNCEMENT #17-846

POSITION SUMMARY:	Two (2), full-time benefited ten (10) month positions for the Fresno State Programs for Children - Joyce M. Huggins Early Education Center. The Joyce M. Huggins Early Education Center provides education and care services to children of Fresno State students. This position will provide comprehensive child development and early education program for various age levels including infant/toddler, preschool and school-age children.
ESSENTIAL JOB FUNCTIONS:	Under the general direction of the Program Director, the Associate Teacher will be responsible for the following duties and responsibilities, up to and including: <u>Children’s Program:</u> <ul style="list-style-type: none"> • Offer education, care and guidance for all children. Ages can vary between three months to fourteen years old dependent upon classroom placement. • Assist in developing weekly learning experience and prepare lesson plans. • Assist in preparing, planning and providing a balanced, integrated and appropriate instruction for all children including those with special needs. • Assist in assessment activities. • Convey instructional, facility, health and safety needs to teacher/master teacher. <u>Families:</u> <ul style="list-style-type: none"> • Encourage parent involvement and have parent contact on a daily basis. • Attend parent meetings and other activities. • Assist in fund-raising activities. <u>Academic Component:</u> <ul style="list-style-type: none"> • Participate in professional development and educational programs at the center, university and through Early Childhood Education (ECE) organization. • 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"> • Associates degree (A.A or A.S) required <ul style="list-style-type: none"> ○ Child Development preferred • Child Development permit (twelve (12) ECE units) required • Previous experience in early childhood education programs preferred • For infant/toddler positions, three (3) units of infant/toddler coursework required • First Aid/CPR Certified • Valid Driver’s license, as driving may be a requirement of the position
SALARY/BENEFITS:	\$1,856.40/month. Benefits include vacation, sick, holiday pay, health, dental, vision, and life insurance.
FILING DEADLINE:	Application review begins August 22, 2017; Open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988 Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

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

