

Fresno State Programs for Children

MASTER TEACHER – JOYCE M. HUGGINS EARLY EDUCATION CENTER

JOB ANNOUNCEMENT #18-928

POSITION SUMMARY:	Master Teacher – Full-time, benefited position for the Joyce M. Huggins Early Education Center. This position is responsible for providing a comprehensive early education and child development program; supervision, training and evaluation of teaching staff; curriculum, assessments; classroom environment; parent involvement and coordination with academic programs.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Center Director, the Master Teacher will be responsible for the duties below. Typical duties include, but are not limited to, the following:</p> <p><u>Children’s Program:</u></p> <ul style="list-style-type: none"> • Offer education, care and guidance for all children in the classroom • Develop weekly learning experience and prepare lesson plans • Prepare, plan and provide a balanced, integrated and appropriate instruction for all children including those with special needs • Prepare a classroom environment that supports learning • Plan and engage in assessment activities • Maintain records of children’s work and progress • Convey instructional, facility, health and safety needs to administrator <p><u>Personnel:</u></p> <ul style="list-style-type: none"> • Coordinate, supervise and evaluate teachers, assistant/associate teachers, student assistants and volunteers • Conduct weekly staff meetings • Participate in the hiring process for staff members (Teachers, Associate Teachers, student assistants) <p><u>Families:</u></p> <ul style="list-style-type: none"> • Encourage parent involvement and have parent contact on a daily basis • Identify needs and refer families to community resources • Plan and attend parent meetings and other activities • Conduct parent conferences regularly • Assist in fund-raising activities <p><u>Academic Component:</u></p> <ul style="list-style-type: none"> • Supervise university students in the classroom • Participate in professional development and educational programs at the center, university and through ECE organizations • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><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></p> <ul style="list-style-type: none"> • Bachelor’s degree or higher in Early Childhood, Child Development or closely related field • Teacher Credential or Child Development Permit, have equivalent qualifications • CPR/First Aide Certified • Previous experience in early childhood education programs preferred • Knowledge of child guidance principles and practices, child development, child care, preschool and infant/toddler activities • Health and safety issues and safe practices in classroom and playground activities
SALARY/BENEFITS:	\$3,466.66 per month. Benefits include health, dental, vision, and life insurance, vacation, sick and holiday pay.
DEADLINE:	Application review begins May 17, 2018; open until filled.

TO APPLY:	<p>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:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>
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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.

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