Preschool Teacher, UAS 1515  
Children’s Center  

Salary Range: $15.00 - $16.00/ hourly  

Work Schedule. This is a full-time position: Monday – Friday; hours to be determined; non-exempt position. This position is eligible for benefits.  

Essential Functions: Under the general supervision of the director, the incumbent is responsible for assisting the Lead Teacher in supervising the children and implementing curriculum. The incumbent 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 feelings and needs of others, be able to relate to children and adults, and be willing to carry out their responsibilities in accordance with the school’s educational philosophy.  

Duties:  

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

20% - Assume supervisory responsibility in the Lead Teacher’s absences. 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% - Work in cooperation with other classrooms to keep yards and equipment safe and in order. Treat all children with dignity and respect.  

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.  

Requirements:  

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

Teacher 2 Education: Must have degree from an accredited four year college or university with major or minor in Child Development or Early Childhood Education and a valid 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. The incumbent must demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprint will be taken and checked by the California Department of Justice and the FBI. Applicant is responsible for the fingerprinting fees. A completed UAS employment application is required.

**Physical Requirements:** Must be able to lift a child who weighs up to 40 lbs., must be able to hear a child calling for help and must be able to see a child on the playground.

**Other:** Demonstrate ability to interact with children, parents, and staff. Must show imagination, creativity, warmth, and flexibility.

Review of applications/resumes will begin August 15, 2017 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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