Teacher Assistant, UAS 1662  
Anna Bing Arnold Children’s Center  

Salary Range: $14.25 - $16.25  

Work Schedule: This is a temporary, full-time position. M-F, hours to be determined; Non-exempt position. This position is eligible for partial benefits.  

Position Overview:  
Under the supervision of the classroom Lead Teacher, the Children’s Center Teacher Assistant is responsible for assisting the teacher in supervising the children, and developing and planning curriculum. The Teacher Assistant must demonstrate an 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 well to children and adults, and be willing to carry out their responsibilities in accordance with the school’s educational philosophy.  

Essential Functions:  
• Assist in planning and implementing 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 data 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.  
• Work in cooperation with other classrooms to keep yards and equipment safe and in order.  
• Treat all children with dignity and respect.  
• Supervise the classroom when the teacher is out of the room.  
• Be present and on time for regular working hours.  
• Inform the Teacher or Director of any information about a child that you feel should be relayed to the parent.  
• 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.  

Requirements and Qualifications:  
Age: Eighteen years of age or older.  
Education: Minimum of six units ECE/Child Development, and currently enrolled as a Child Development major at CSULA.  
Experience: Classroom experience with preschool age children preferred. Demonstrate knowledge of child development principles.  
Special Requirements: Must be able to pass a pre-employment T.B. test and physical examination.  
Physical Requirements: Must be able to lift a child who weighs up to 40 pounds.  
Must be able to hear a child calling for help (Infant/toddler age)  
Must be able to see a child on the playground (Infant/toddler and Preschool age)
Other: Demonstrate ability to interact effectively with children, parents, and staff. Must show imagination, creativity, initiative, warmth, and flexibility. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin January 29, 2020 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.

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