5/21/2019

Teacher (Infant/Toddler), UAS 1600
Anna Bing Arnold's Children's Center

Salary Range: $17.00 - $18.00/hourly

Work Schedule. This is a full-time position; Monday – Friday, 9:00 am – 5:00 pm; non-exempt position. This position is eligible for benefits. Employment is contingent upon availability of funds.

Essential Functions: Under the general supervision of the Director, 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 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 and mission. The incumbent will: 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 data for maintenance of developmental records; maintain a program which respects each child's cultural and ethnic background and support 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; 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; 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; and perform other duties as assigned.

Requirements: Teacher 1 must have a valid State of California Children's Center Teacher Permit. Teacher 2 must have a 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. Both positions: One year of full-time experience working with parents and teachers in a licensed agency with a preschool or infant/toddler environment. 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. Must be able to lift a child who weighs up to 40 lbs. Must be able to hear a child calling for help. Must be able to see a child on the playground. 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 May 28, 2019 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.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf