June 22, 2021

**Infant Toddler Master Teacher, UAS 1056**
Anna Bing Arnold Children’s Center

**Salary Range:** $21.00 - $25.00/hourly

**Work Schedule:** This is a full-time position: Monday – Friday; hours to be determined; non-exempt position. This position is eligible for benefits. Employment is contingent upon the availability of funds.

**Position Overview:**

Under the general supervision of the Director and Assistant Director, the Infant Toddler Master Teacher of the Anna Bing Arnold Children’s Center is responsible for understanding and developing curriculum based on social-constructivist principles and providing support for classroom environments including the creation and maintenance of a pro-social and professional climate of collaboration. In addition, the Infant Master Teacher will develop and implement virtual (when needed) and face-to-face learning for infant and toddler age children (6 months to 36 months of age).

The Infant Toddler Master Teacher must demonstrate the ability to extend the range of creative and expressive curriculum at the Center through modeling and hands-on support.

This individual must bring a spirit of collaboration, openness, and flexibility to his or her role each day in order to support a dynamic, organic, and nurturing climate for all children and adults.

This position is responsible for being a positive part of a teaching team while coordinating and leading the efforts of that team and be willing to carry out responsibilities in accordance with the Center’s educational philosophy and mission.

Responsible to: Children’s Center Director and Assistant Director

**Essential Administrative Duties**

- Support the philosophy of the Anna Bing Arnold Children’s Center and all its policies, practices, and guidelines.
- Assist in establishing new policies and re-evaluating existing policies as needed.
- Meet with the Director and/or Assistant Director on a regular basis to discuss daily operations and to review proposed recommendations for change.
- Serve as a role model and mentor for other Center teaching staff including practicum and intern students.
- Provide training and evaluation of student interns on an ongoing basis.
- Provide positive support (verbally and in any other way possible) for all classrooms and teaching teams.
- Protect the confidentiality of all records and information concerning children, their families, and Center staff members.
- Maintain the Center in an inviting and orderly manner and supervise the Center site to ensure it complies with State of California Children Center Standards and Requirements.
- Evaluate programming and classroom routines in an ongoing way.
• Maintain communication with the Center Director and/or Assistant Director regarding requests for work repairs and necessary classroom maintenance.
• When ordering supplies, turn requests to the Educational Specialist, keeping in mind age appropriateness of items being requested, cost restraints, and philosophy of Center.
• Attend and be an active participant in all staff meetings, in-services, and workshops provided by the Center.
• Maintain and update Needs and Services forms as needed and quarterly as required by the State of California.
• Review Needs and Services with staff prior to the start of children in the program and when any additions or changes are made.
• Adhere to state and local mandated rules and regulations regarding working with infants including proper supervision of sleeping infants and labeling all food items and bottles for each child.
• Oversee the preparation and completion of the NAEYC classroom and individual child portfolios, ensuring that all necessary NAEYC accreditation documentation is both current and complete in a timely fashion.
• Ensure that Parent-Teacher Conferences are conducted at regularly scheduled times and schedule additional meetings if there is a need.
• Oversee staff preparation of Parent-Teacher Conference information to ensure that the information being presented to parents on each child’s developmental assessment is well thought out and accurate.
• Oversee the planning and presentation of Classroom Parent Meetings such as Back-to-School Nights and Open-House Forums.
• Evaluate the job performance of the staff members on your teaching team on an ongoing basis and share evaluations with Director and/or Assistant Director.
• Assist staff in conflict resolution (between teacher and parent or between various staff members) by facilitating respectful communication and interactions.
• Share classroom conflicts with Director and/or Assistant Director in a timely fashion.
• Supervise and evaluate teaching assistants and help to familiarize them with classroom routines, Center-wide policies, and developmentally appropriate practices.
• Model appropriate curriculum development, implementation, and effective teacher-child interactions.
• Assess and document individual child and group growth and development and help the teaching team do the same.
• Plan and conduct ongoing teaching team meetings, including teaching assistants, in order to evaluate classroom practices, policies and procedures.
• Assistant in the training of student assistants to support their growth and development as teacher assistants.
• Provide supervision of practicum students which includes mentoring, evaluating, assisting with curriculum development and effective teacher-child interaction.
• Oversee the administration and completion of the Desired Results Developmental Profiles (DRDPs) and Summary of Findings.
• Oversee the administration and completion of the Infant Toddler Environmental Scale (ITERS) and Summary of Findings.

**Essential Classroom Team Teaching Responsibilities**

• Conduct in-school visits for each child in the classroom.
• Plan and implement an educational program that meets the developmental needs of the whole child and takes into account the developmental level of each child within the group.
• Integrate the California Early Learning Foundations and Framework into classroom planning and curriculum on an ongoing basis.
• Ensure that an interesting and varied program of explorations using natural and found materials and a constructivist approach is made available to the children in your classroom.
• Create and use documentation to support children’s revisiting of explorations and recording learning experiences.
• Work with your teaching team to develop a curriculum that responds to the children’s individual and group needs.
• Design a clean, well-organized, aesthetically pleasing classroom environment, which respects each child’s cultural and ethnic background and supports diversity in a non-biased manner.
• Maintain a safe and healthy classroom environment (for children, their families, and staff), and incorporate all known Covid-19 cleaning, disinfecting, and sanitizing procedures into daily routines.
• Ensure that all children, their family members, and Center staff are treated with dignity and respect.
• Understand and support a well-balanced nutritional program and follow all regulations set forth by state and local licensing regulations.
• Understand and implement proper feeding and sleeping requirements for infants and toddlers and maintain a child-led, individualized schedule as much as possible.
• Be aware of family history, dynamics, and style of interaction in order to create a culturally competent classroom environment.
• Develop a comfortable, trusting relationship with each family.
• Promptly respond to parent questions/concerns in person, by telephone, or email regarding such topics as classroom curriculum, appropriate child development practices, and behavior management strategies.
• Inform Director and/or Assistant Director immediately of any parent questions or concerns regarding their children, the classroom, and Center policies or practices.
• Participate in ongoing staff development training which must include a minimum of two outside educational workshops per year; share learning with Center staff.
• Perform other related duties as assigned.
**Required Qualifications**

- Must have BA degree or higher in CHDV or Early Education or related field.
- Must have a VALID Child Development Teacher Permit or higher.
- Must have three or more years of experience working as a teacher in a licensed agency in an infant/toddler classroom.
- Must have 3 or more units in infant/toddler development.

**Special Requirements:** Must be able to pass a pre-employment T.B. test and physical examination and have appropriate immunization records including:

- MMR
- TDAP
- Influenza vaccine
- Covid-19

First Aid and CPR certification are preferred at the time of employment.

**Preferred**

- Master’s Degree preferred.
- Six-semester units in “Administration of Early Childhood Programs” and two additional semester units in “Adult Supervision”.
- Minimum of one year’s experience working with a Reggio Emilia and Constructivist approach in a classroom setting.
- VALID Child Development Master Teacher Permit from CCTC.

**Physical Requirements:**

- Must be able to lift and carry a child who weighs up to 50 pounds.
- Must be able to hear a child calling for help.
- Must be able to see a child on the playground and in the classroom.

**Knowledge/Abilities:**

- Hands-on experience with the Reggio Emilia approach to education
- Hands-on experience with the RIE approach to infant care
- Ability to motivate others and inspire confidence and cooperation.
- Ability to easily establish rapport with and respect for children and their parents.
- Ability to create a feeling of confidence and self-esteem in children and their families.
- Ability to act quickly and appropriately in hazardous situations and to provide first aid in emergency situations.

The incumbent must demonstrate an interest or ability in working in a multicultural/multietnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can...
be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on June 25, 2021, and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

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.

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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