JOB ANNOUNCEMENT

TITLE:  Master Teacher - Children's Center –
10 Months / 40 hours per week
Additional months to be determined by program enrollment

WORK SCHEDULE:  Anticipated to be 11:15-7:15 M-Th and 9:30 to 5:30 Friday
Exact hours to be determined at a later date.

EMPLOYMENT PERIOD:  August 10 – December 19 and January 12 – June 6 approx.

FINAL FILING DATE:  July 1, 2011

SALARY/BENEFITS:  $3371 - $4097 Monthly
Liberal Vacation and Insurance Benefits.
Salary offered will be based on experience and campus equity

GENERAL STATEMENT
This position requires a person who is committed to providing an environment in which young
children, their parents, and child care assistants can develop their skills in an atmosphere of
acceptance and respect. Requires great energy/enthusiasm, communicate/cooperate with others,
ability to innovate, and ability to be self-motivated. It also requires commitment to the Children's
Center philosophy, policies, and procedures and the ability to evaluate and act upon situations, such
as staffing variations or emergencies, which occur in the absence of the Director and Assistant
Director.

DUTIES AND RESPONSIBILITIES
Responsible for the daily operation and development of a balanced program within the philosophy
and goals of the CSUF Children's Center. Implement program with assistance of aides, student
interns, and volunteers. Apply an understanding of child development in program planning, child
guidance, parent communication, and supervision of others. Create a physical environment which
nurture, enriches, and challenges children to learn. Develop a healthy emotional climate in the
classroom, stressing high self-esteem for children, parents, and teachers. Supervise and actively
train aides, assistants, student interns, volunteers. Set individual goals for each child based on
Desired Results Developmental Profile. Develop communication with parents through daily contact,
conferences and other means for the benefit of the children. Advise supervisor of program needs,
such as materials, scheduling, support, etc. Lead or participate in all applicable staff meetings.
Maintain strict adherence to safety procedures/standards. Assist in the maintenance of a safe/clean
work environment.

In addition the afternoon Master Teacher is responsible for:
• Coordinating the infant-toddler or preschool afternoon and early evening program within the
  philosophy and goals of the CSUF Children's Center.
• Overseeing and advising programs in which Lead Teachers are responsible.
• Supervising and mentoring afternoon and evening student leadership staff. Advising Assistant
  Director of staffing issues.
• Assisting student leadership staff with Desired Results Developmental Profiles and goal setting.
• Being available to assist student leadership staff with parent contacts and conferences. Advising Director or Assistant Director of parent issues and concerns regarding the afternoon/early evening program.
• Leading or co-leading classroom staff meetings and scheduling/leading meetings of full afternoon/evening staff as needed. Participating actively in overall program development.
• Communicating with kitchen staff or Director regarding the needs of the evening meal program.
• Overseeing closing procedures in the evening. Advising office assistant to contact parents of children who have not been picked up on time and staying with late children until picked up by a designated person or relieved by another Staff person.

MINIMUM QUALIFICATIONS

Education: B.A. or B.S. in Child Development or related field. Must hold or be deemed to hold a Child Development permit issued by the California State Department of Education Commission for Teacher Preparation and Licensing. If permit not held must be eligible and must apply for the permit upon hiring.

Experience: At least two years of teaching experience with children under five years of age. Prefer experience with children under age three and past experience in a supervisory role.

Knowledge and Abilities: Ability to establish and maintain effective, cooperative, and harmonious relationships within a multi-cultural campus environment. Demonstrated ability to communicate effectively with children, parents, and staff. Thorough knowledge of child development principles, demonstrable through past study, training, experience, and ongoing professional growth. Ability to create a physical and emotional environment which nurtures, enriches, and challenges children to learn. The ability to set appropriate goals for each child, to plan for their achievement, and to accept each child's individual uniqueness. The ability to supervise and train student staff.

Special Requirements: Must be able to pass pre-employment TB test, physical, and urine drug screen. Pediatric First Aid and CPR certification required at time of employment. Employment will be contingent on a satisfactory employment history and criminal background investigation. Subject to DMV Pull program requiring valid driver's license; current auto insurance must be on file at all times and must meet CSURMA driving standards. May be required to drive occasionally as needed.

APPLICATION PROCEDURE:
Apply online at Associated Students Employment Opportunities web page located at http://asi.fullerton.edu/employmentOpportunities.asp. If you need additional information or assistance please contact:

Associated Students, CSUF, Inc.
Human Resources – Titan Student Union
800 N. State College Blvd. TSU 227
Fullerton, CA 92831
(657) 278-7068

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