Position Title: TEACHER ASSISTANT - Interim Pool – 3 positions

Recruitment #: #087

Full/Part-Time: Time base varies/ Intermittent
This recruitment creates a pool of qualified applicants to be contacted as needed.

Temporary: This is a Temporary and/or hourly intermittent appointment - no probationary period applies and no permanent status is granted. This temporary position ends on or before June 30, 2016. Any continuation beyond June 30, 2016 is contingent upon satisfactory performance and available funding.

Salary: $12.00 per hour

Department: CSUB’s Children’s Center

Available: December 14, 2015

Special Conditions: Background/Fingerprint Clearance, Pre-Placement Physical & TB Clearance upon hire; CPR/First Aid Certification within 30 days

Sensitive Position: Yes

Posted: November 17, 2015

Closing Date: For priority consideration, application materials must be received by December 1, 2015; however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at: www.csub.edu/bas/hr/_files/_Recruit_Files/CSUBAuxiliaryEmploymentApplication12.21.10.pdf
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

SUMMARY:
Responsible for prepping and food service. Along with center staff, provide a safe, clean, and supervised environment for children 6 months to 5 years of age (i.e. indoor classroom, outdoor play area, and during field trips). Responsible for maintaining compliance with all applicable regulations, policies and procedures.

SUPERVISION RECEIVED:
Receives direct supervision from the classroom Teacher and Site Supervisor.

DUTIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
A. Essential Job Specific Duties:

1. Implement STEAM and/or Emergent curriculum in the classroom.
2. Perform the functions of this position with a strong understanding of the CDE Desired Results Standards.
3. With the teacher, guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom.
4. Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children.
5. Write weekly observations per DRDPtech and/or DRDP application assessment procedure.
8. Changes diapers as needed, and assists with potty training techniques as age and developmentally appropriate.
9. Assist in providing and maintaining a safe and healthy developmentally appropriate environment.
10. Assist in conducting the daily health and environment check list.
11. Assist the teacher in the completion of required reports.
12. Complete timely and accurate time sheets.
13. Assist, as requested, in transition activities.
14. Performs necessary work in set up, prepare for meal service, clean up after meals daily, and maintain a system of inventory and ordering of paper goods and cleaning supplies.
15. Requisitions, receives, and stores kitchen materials and supplies.
16. Ensures standards of sanitation are met and maintained by implementing food safety and sanitation policies and procedures.
17. Review Allergy Folder at each meal preparation to ensure compliance of meal service with child’s dietary requirements.
18. Assists teacher with implementing classroom behavior management strategies.
19. Accompanies children to the bathroom as needed.
20. Maintains confidentiality of records and information on children and families at all times.
21. Assists in and/or carries out and documents monthly fire and emergency drills, as planned.
22. Report all child injuries and unusual incidents to the Teacher and/or Site Supervisor immediately.
23. Follows procedure as a Mandated Reporter to report suspected child abuse/neglect.
24. Adhere to the Americans with Disabilities Act (ADA 1992) which prohibits discriminatory actions toward children and/or adults with disabilities.
25. Performs other like duties as assigned.

REQUIRED QUALIFICATIONS:

- Associate Teacher Permit for the California Department of Education, Child Development Division.
- One (1) year of teaching experience with children aged 2-5 years in a group child-care setting.
- Evidence of effectively working with a wide-range of constituents (i.e. children, parents, staff, university faculty and administration).
- Demonstrated commitment to fostering diverse working and learning environment
- Knowledge of and experience with the basic principles of child development.

The final appointment is contingent upon the following:

- Successful fingerprint clearance (Department of Justice, State Department of Social Services, Community Care Licensing)
- CPR/First Aid certificate (within 30 days of employment)
- Physical and TB clearance
SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “JOB STATUS” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.