### SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>LEAD TEACHER</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#105</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before December 31, 2017. Any continuation beyond December 31, 2017 is contingent upon satisfactory performance and available funding. Employment is at-will.</td>
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<tr>
<td>Salary:</td>
<td>$2,584 - $3,300 per month</td>
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<td>Department:</td>
<td>Children's Center</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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</tbody>
</table>
| Special Conditions: | Background/Fingerprint Clearance  
                      TB test, MMR vaccine and TDAP vaccine by date of hire  
                      Attach copy of degree, transcripts, permit (as needed to demonstrate qualifications) |
| Sensitive Position | Yes |
| Posted:        | January 13, 2017 |
| Closing Date:  | For priority consideration, application materials must be received by January 27, 2017, 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: [http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application.pdf](http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application.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.

California State University, Bakersfield Auxiliary for Sponsored Programs Administration is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
SUMMARY:

To provide a safe, healthy, developmentally appropriate, educational and supervised environment for children 6 months - 5 years of age (i.e. indoor classroom, outdoor play area, and during field trips). Encourage parent involvement in all aspects of the program. To promote the social, emotional, physical and cognitive development of children. To develop individual goals for children, provide ongoing assessments and children’s progress and facilitate transitions to kindergarten. Responsible for maintaining compliance with all applicable regulations, policies and procedures.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor and Center Director

DUTIES:

Disclaimer – 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.

Essential Job Specific Duties:

- In a team teaching approach staff is responsible for creating, implementing, and ensuring the physical environment is clean, safe, inviting, and meets ITERS/ECERS standards; is stimulating and conducive to learning; is respectful of the children's cultures and ethnic diversity and reflects the needs of the children served; space in the classroom is well organized into easily recognizable functional areas.
- Perform the functions of this position with a strong understanding of the California Department of Education, Early Education Division Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices.
- Staff is responsible for ensuring the completion and implementation of developmentally appropriate Science, Technology, Engineering, Art and Math (STEAM) lesson plans which provide opportunities for children to participate in a variety of activities indoors and out; provide large group, small group, and individual activities; teacher-initiated and child-initiated activities; and integrate the educational concepts of health, nutrition, and social and emotional well-being. Implements the 3 CLASS domains of effective teacher-child interactions in emotional support, classroom organization and instructional support.
- Maintain a comprehensive and ongoing electronic portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment, completed as per DRDPtech and DRDP application procedure.
- Oversee each classrooms implementation of DRDPtech and DRDP application procedure.
- Monitor staffs progress on the implementation of DRDPtech and DRDPcloud.
- Assist the Director with state reporting on DRDP.
- Oversee the overall Center's implementation of the ASQ-SE assessment tool.
- Conduct two (2) parent/teacher conferences as required, per year.
- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
- Use the playground as an extension of the classroom; assures that the playground is safe.
- Report all child injuries and unusual incidents to the Site Supervisor and/or Center Director immediately.
- Changes diapers as needed, and assists with potty training techniques as age and developmentally appropriate.
- Implement effective classroom behavior management strategies.
- Adhere to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities. In collaboration with disabilities staff and Local Education Agencies (LEA) ensure the delivery of services to any disabled child in accordance to the goals and objectives of the child’s Individual Education Plan (IEP) and Individual Family Service Plan (IFSP).
- Follows procedures as a mandated reporter to report suspected child abuse/neglect.
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- Implement and maintains compliance with universal precautions in the classroom or outdoor environment and administering first aid.
- Prepares and submits accurate and timely reports, assessments and correspondence as required. For example, lesson plans, time sheets, meal reports etc.
- In collaboration with Site Supervisor, plan and implements monthly fire and emergency drills.
- Works with Teacher Assistant, Student Assistant, and volunteers to use and develop their skills and abilities in planning and carrying out classroom activities.
- Maintain confidentiality of records and information on children and families at all times.
- Performs any other like duties as assigned.

Other Job Specific Duties:
- Works alternative hours as required.
- Attend all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.

REQUIRED QUALIFICATIONS:

- A Bachelor’s degree in any field with at least 24 credit hours in Early Childhood Education and;
- A Site Supervisor Permit from the California Department of Education, Child Development Division
  - Both of the above qualifying criteria must include 2 years’ experience teaching children aged 6 months-5 years in a group child-care setting
  - Both of the above qualification criteria must include 6 semester credit hours in Infant and Toddler Care. In progress credit hours will be considered, but must be completed within a 6-month period.
  - Both of the above qualification criteria must include an established professional growth plan with a certified professional growth advisor. If a professional growth plan has not been established with a professional growth advisor, it must be completed within 30 days after the date of hire.
  - Both of the above qualifying criteria must include 21 hours of professional growth within the past 12 months from the date of hire.

  Attach copy of degree, transcripts, permit (as needed to demonstrate qualifications)

- Have knowledge and experience in the philosophy and practices of CSUB Children’s Center (or comparable child development programs), early childhood education, developmentally appropriate practice and Desired Results Developmental Profile (DRDP 2015).

- Personal qualifications as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities; and

- An education or experience in collaborating with parents in the education of their children.

- Must successfully pass a physical examination and tuberculosis test, and comply with other background checks as required by the Center (fingerprint clearance, CPR/First Aid).

- Must have proof of or medical exemption of the MMR vaccine, TDAP vaccine and Influenza vaccine. A written notice opting out of the Influenza vaccine will be accepted in lieu of the vaccine.

Additional Requirements:

- Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: Training, evaluation, and program development;
• Participate in grantee and delegate component pre-service training; Implement Emergent (Toddlers) Science, Technology, Engineering, Art and Math STEAM (preschool) curricula in the classroom;

• Perform the functions of this position with a strong understanding of the California Department of Education, Child Development Division Performance Standards and the component plans; and thorough knowledge and application of Developmentally Appropriate Practices;

• Guide and facilitate activities of the children, including: daily activities, field trips, selecting and arranging equipment and materials in the classroom;

**Teachers may never use physical punishment such as hitting, shaking or grabbing children, and do not engage in psychological abuse or coercion, threatening or withholding of food, belittling or derogatory remarks as a form of discipline.**

WORKING CONDITIONS:

• Possible exposure to blood and bodily fluids or tissues;

• Possible exposure to communicable diseases;

• Job requires sitting for long period of time (during planning and reporting) and standing for long periods of time (during observations and interaction with children), as well as stooping, squatting, and running;

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 Bakersfield 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 Bakersfield Auxiliary for Sponsored Programs Administration 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 Auxiliary 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.

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](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.

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