



OPENING FOR  
**SUBSTITUTE ASSISTANT TEACHER**  
Cal Poly Pomona Children's Center

**ANTICIPATED HIRING RANGE: \$10.69 - \$13.36 an hour**

**This is a part-time position set for a maximum of 29 hours per week, without benefits**

**THE POSITION**

Under the general supervision of the Teacher, the Substitute Assistant Teacher assists in general supervision and management for classrooms of young children, ages 2 through 5 years.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervisory Responsibilities

- Assumes responsibility of classroom supervision in the absence of the Teacher
- Assists the Teacher in the general supervision and management of a class/group of children ages 2 through 5 years
- Assists the Teacher in implementing developmentally appropriate curriculum and activities

Curriculum and Classroom Management

- Assists in overseeing, supervising, and guiding the experience of the children's total program in accordance with the policies, procedures, and philosophy of the Center
- Assists the Teacher in following curriculum guidelines or requirements
- Assists the Teacher in instructing students individually and in groups, adapting teaching methods to meet students' varying needs and interests, and implementing individualized programs to meet the needs of each child for his/her interests, abilities, special talents, individual style, and pace of learning
- Assists the Teacher in maintaining order, health and safety in class by enforcing rules for behavior, policies and procedures, and documenting and reporting all safety and health incidents
- Assists the Teacher to maintain the overall classroom environment

Parental Communication and Management

- As a Substitute Assistant Teacher, communication with parents should be kept to an appropriate level. Any information about a child's day, including specific incidents, should be communicated to a regular, non-substitute staff member who will relay the information to the parents

Administrative Responsibilities

- Ensure parents sign children in and out and follow all Center policies.
- Perform additional duties as assigned

**QUALIFICATIONS**

- Six postsecondary semester units or equivalent quarter units in Early Childhood Education or Child Development from an accredited or approved college or university with grades no lower than a "C", required; twelve units preferred. These courses should include the general areas of Child Growth and Development, Child, Family and Community, and general or specific aspects of program or curriculum in the field of Early Childhood Education. Transcripts of all relevant education must be provided prior to employment
- Three Infant/Toddler units, preferred
- Must meet the qualifications for a Children's Center permit, Assistant Teacher level. Associate Teacher permit qualifications, preferred

**STATE LICENSING REQUIREMENTS**

- Minimum age of 18 years
- Legal right to work in the United States; proof of residence must be provided
- Good physical and mental health; Prior to hire, a "Health Screening Form" must be completed by qualified medical personnel. This physical exam must have occurred no earlier than three months from the date of application for employment. Must include a current Tuberculosis (TB) test with a negative result
- Certification in pediatric CPR/AED; First aid and 15 hours of health and safety training, to be completed within 90 days from the date of employment
- Must meet CA State Licensing Requirements

- Submit to and successfully pass a Live Scan criminal records check prior to being hired. Submit Fingerprint Cards and a completed Child Abuse Index Form
- Must provide original copy of transcript of all relevant education
- Must be certified or able to be certified in "Water Safety Today" prior to the start of Summer Kid's University Program
- Demonstrated ability to work with a diverse student population, and campus community

### **WORK STANDARD REQUIREMENTS**

All Children's Center staff are expected to conduct themselves in a professional manner and be courteous, respectful, attentive, and responsive. Teachers are expected to be dependable, punctual, flexible, and sensitive to the needs of others. Teachers must show respect for the individual child and their family, and that family's cultural and socioeconomic background, sexual orientation, and religious preference.

### **PHYSICAL REQUIREMENTS**

Must be able to frequently lift a child up to 40 pounds in weight, hear, and see a child from a distance of 100 feet. This position requires the following on a daily basis: standing 35%, walking 35%, kneeling 10%, sitting on the floor 15%, and running 5% of the time.

### **POSITION SENSITIVITY**

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

### **BACKGROUND CHECK**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position

### **APPLICATION PROCEDURE**

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.

Human Resources Department  
3801 W. Temple Ave., Bldg. 35  
Pomona, CA 91768  
Phone: (909) 869-3546  
E-mail: [asihr@cpp.edu](mailto:asihr@cpp.edu)

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

### **ABOUT ASI**

Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

### **EOE**

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

### **MANDATED REPORTING REQUIREMENT**

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.