



**OPENING FOR
CHILDREN'S CENTER TEACHER
CHILDREN'S CENTER**

ANTICIPATED HIRING RANGE: \$17.00 - \$21.00 per hour

This is an hourly, non-exempt, full-time position that is eligible for ASI's rich and comprehensive [benefit](#) package.

Work Schedule

Monday – Friday work hours will be between 7:00am – 6:00pm
Work hours are determined on assignment needs for program operations

OVERVIEW:

Associated Students, Inc. is seeking a student-focused results driven applicant with equity-mindsets for the position of Children's Center Teacher. Established in 1963, Associated Students, Inc. (ASI) is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is considered a part of the Cal Poly Pomona Division of Student Affairs and serves the entire campus population, including over 25,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, childcare, and ASI operational support areas including human resources, financial services, and facilities management. ASI is looking for employees who exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

COMPENSATION AND BENEFITS:

Starting pay upon appointment is not expected to exceed \$21.00 per hour. Starting pay rate is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources.

Associated Students, Inc. offers a rich and comprehensive benefits package that constitutes a major portion of total compensation. For more information regarding ASI's benefits, please click [here](#).

POSITION SUMMARY

Under the general supervision of the Associate Director of the Cal Poly Pomona Children's Center, the Teacher supervises the activities of preschool children, the student staff, and volunteers. The position is responsible for creating a safe, healthy and supportive learning environment for young children and adults as an integral part of a classroom teaching team. Regular duties consist of planning individual and age appropriate curriculum, leading and participating in team meetings and professional growth training, and mentoring college students.

ESSENTIAL DUTIES

Supervisory Responsibilities

- Supervises and Evaluates Teacher Assistant
- Responsible for the general supervision and management of a class/group of children between 18 months through 6 years of age
- Assists with the supervision of classroom Early Childhood Studies and Cal Poly Pomona students, student staff, parent volunteers and community volunteers, including training and written evaluation
- Mentors individuals being supervised and maintains the quality and integrity of the early childhood classroom
- Completes all paperwork related to volunteers
- Attends and participates in parent meetings and events
- Implements and supervises the program for the class in accordance with the policies, procedures and philosophy of the Children's Center

Curriculum and Classroom Management

- Plans and prepares developmentally age – appropriate activities for an assigned group/class of children, to include weekly lesson plans
- Prepares developmental assessments and children’s portfolios
- Shares responsibility in planning and implementing developmentally appropriate curriculum in collaboration with the classroom teaching team
- Prepares and maintains the overall classroom environment
- Responsible for classroom health and safety
- Collaborates to develop center goals and objectives
- Coordinates the assessment of the children’s progress and needs
- Implements an individualized program to meet the needs of each child’s interests, varying abilities and, individual learning style
- Reports and documents all safety and health incidents
- Uses appropriate guidance in handling children’s behavior problems/concerns
- Assists in planning and attends campus events Completes all state and NAEYC mandated assessments and reports as directed by administration

Parental Communication and Management

- Coordinates and conducts parent/teacher conferences in collaboration with the teaching team
- Manages parent concerns and communications
- Participates in Parent Advisory Board as assigned
- Documents all safety and health incidents
- Uses appropriate guidance in handling children’s behavior problems/concerns
- Assists in planning and attends campus events Completes all state and NAEYC mandated assessments and reports as directed by administration

Parental Communication and Management

- Coordinates and conducts parent/teacher conferences in collaboration with the teaching team
- Manages parent concerns and communications
- Participates in Parent Advisory Board as assigned

QUALIFICATIONS

- Children’s Center permit, Teacher level
- A.A. or A.S in Child Development or related field with a minimum of 12 units in Early Childhood Development, **required**; B.A. or B.S. in Child Development or related field with a minimum of 12 units in Early Childhood Development including 3 Infant/toddler units **preferred**
- Minimum two years’ work experience in a licensed day care center or comparable group child care program in a Teacher position
- Must be able and willing to complete 105 hours of professional growth training within a five year training period (21 hours per year)
- Demonstrated ability to work with a culturally diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

STATE LICENSING REQUIREMENTS

- Must be at least 18 years of age
- Must be in good physical and mental health. Must be able to provide a current Health Screening Form completed by qualified medical personnel. A physical examination must have occurred no earlier than three months from date of application and must include a T.B. test with a negative result and any required immunizations per state licensing
- Must provide original copy of transcript of all relevant education
- Must pass criminal records check. Persons convicted of a crime other than minor traffic offenses may not be employed. All applicants must submit Fingerprint Cards and a completed Child Abuse Index Form
- Must be certified in pediatric CPR, first aid and health and safety training within three months of hire

POSITION SENSITIVITY

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

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment 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.

PHYSICAL DEMANDS:

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.

WORK STANDARD REQUIREMENTS

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

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.

SYSTEM-WIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

EOE

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

APPLICATION PROCEDURE

A cover letter, job 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) 979-5546

E-mail: asihr@cpp.edu

Position open until filled. 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.