

# HSU Sponsored Programs Foundation

## Job Announcement

*This is not a state position*

**Job Title:** Children's Center Teacher

**Wage:** \$ 14.00-15.00 per hour, depending on qualifications. This position offers a competitive benefits package including group health, dental, and vision.

**Position:** Hiring two temporary, 2-month positions (35 hours per week including 2 hour staff meeting twice monthly) anticipated starting date: Tentatively August 7, 2017 (pending background check approval process)

**Project Name:** F2936 CCAMPIS 13-17

**Supervisor:** Director & Assistant Director

### Essential functions of the job:

- Treat children of all races, religions, genders, family backgrounds and cultures equally with respect and consideration
- Be responsive and interact frequently with children showing affection, interest and respect
- Meet the routine needs such as feeding, diapering, napping, etc. for children in classroom
- Be aware of the needs and family and program goals for each child
- Assist with planning the daily and individualized curriculum for children in classroom
- Interact daily with parents, sharing the child's daily happenings, any changes or concerns, etc.
- Attend regular staff meetings to plan for implementing and attaining goals for the individual children, discuss working conditions, and ongoing staff training
- Act as a model and guide for students working in the Center.
- Actively participate in on-going NAEYC accreditation activities
- Must be able to supervise children without assistance of other staff, both indoors and on the playground.
- Upon employment must pass health screening and provide proof of TB clearance.
- Upon employment must pass criminal record and child abuse index clearance.

### Minimum Qualifications:

*Education:* Must meet minimum qualifications for obtaining Associates Degree in Child Development or related field, Bachelor's Degree preferred. Must have a California Early Childhood Permit at the Teacher level.

*Experience:* Must have minimum 2 years of experience working with children ages one to five years.

*Knowledge:* Knowledge of California Department of Education Desired Results Developmental Profiles; Knowledge of National Association of Education of Young Children accreditation standards.

*Abilities:* Must have the ability to communicate successfully both verbally and in writing and to work collaboratively as a team member.

**Application Instructions:** Qualified applicants should submit a cover letter, resume, copy of transcripts, three references, along with the [HSU SPF Employee Information Form for Applicants](#) to HSU Children's Center, Humboldt State University, Arcata, CA 95521.

Only complete application materials will be accepted. If you have any questions regarding this position, call (707) 826-3838 and ask for Betsy Wilson.

**Application Review Date:** Initial Review Monday, July 31st; open until filled

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be found [here](#) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position