



## Associated Students, San Jose State University Job Description

**Position Title:** Head Teacher, Infant/Toddler

**Position Department:** Child Development Center (CDC)

**FLSA Status:** Non-exempt

**Full/Part-Time:** Full-time, Temporary, January 4, 2021 - June 30, 2021

**Pay Rate:** \$20.00

**Reports to:** Program Coordinator

Click [here](#) to apply!

### Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### Position Summary

The Head Teacher is responsible for providing a warm, caring educational environment in which young children (4 months- 6 years old) and their families will thrive in an atmosphere of mutual respect. In our Reggio Emilia inspired program, the Preschool Head Teacher will conduct child observations, support the learning and interests of children, create documentation of children's work and develop age-appropriate emergent curriculum. The Head Teacher will build strong relationships with the children in his/her classroom and their parents based upon the practices of the Teaching Pyramid. The Head Teacher will supervise and mentor SJSU student assistants who directly work in the classroom to meet ratios. This position requires great energy, self-motivation, and enthusiasm, as well as the ability to lead, innovate, communicate and cooperate with others.

### Essential Functions

- Build positive, respectful relationships with the children and families.
- Develop flexible curriculum plans for indoor and outdoor activities which meet the individual needs of each child based on observation, Reggio Emilia principles, Desired Results and Developmental Profile goals, QRIS and NAEYC best practices.
- Be available to communicate with parents daily.
- Complete the DRDP for each child in the class twice yearly, utilizing observations and individual portfolios of child progress.
- Listen to children intently, respond, ask open-ended questions, and maintain a receptive and respectful attitude in communication.

- Maintain accurate attendance and meal count records, keeping an accurate count of the number of children present at all times.
- Supervise and train student assistant teachers, student interns, and volunteers.
- Use positive, supportive guidance and discipline methods at all times using the Teaching Pyramid.
- Work collaboratively with members of the leadership team to create a high quality program, especially when issues surface with children or parents.
- Keep abreast of new developments and research in the field of early childhood education and apply what is learned.
- Complete at least 21 hours of professional development outside work time each year.
- Attend weekly staff meetings with teaching staff, Program Coordinator, and Director.

### **Knowledge, Skills, and Abilities**

- Working knowledge of emergent curriculum, NAEYC best practices, licensing requirements, California Department of Education requirements (Title 5), Bloodborne Pathogens universal precautions, child observation and assessment (DRDPs, ECERs and ITERs), and unique learning styles.
- Knowledge of cultural inclusiveness
- Ability to work in an independent manner, without undue supervision.
- Knowledge of developmentally appropriate best practices in early childhood education and the ability to implement those practices in day to day tasks/interactions.
- Ability to maintain professionalism at all times while providing positive customer service to students, faculty and staff.
- Ability to determine cognitive, social, and physical needs of children.

### **Work Environment, Hours and Physical Demands**

- This job operates in a child care center environment with indoor and outdoor activity spaces.
- The CDC business hours are 7:15 a.m.- 5:30 p.m. Some overtime or weekend work may be required.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to lift 40 pounds from the floor to a waist high table, 10-15 times daily.
- Must be able to observe, see, hear and respond to children's needs, which includes reaching a child up to 20-30 feet away within 30 seconds without danger to the staff person's health.
- Must be able to crouch to child's height and maintain eye contact at child's level.
- Must be able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye-hand coordination.
- Must be able to handle the stress and tension that contact with many children and parents bring every day.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- B.A. or B.S. in Early Childhood Education, Child Development or related field and possess or be eligible for a Child Development Master Teacher or Site Supervisor Permit.
- Completion of Child Development, ECE Curriculum, and Child, Family and Community courses and Infant Development course if working with Infants/Toddlers.
- A minimum of two years teaching experience in a childcare center.
- A valid adult and pediatric Basic First Aid/CPR/AED certification.

- Establishing and maintaining harmonious relationships with staff and college students is essential.

### **Notes to Applicants**

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

### **Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

### **Deadline**

The position will remain open until filled.