

Early Childhood Master Teacher

PD No.:PD-819

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* ST-Child Development - 20001

Job Code/Employee Classification:* Early Childhood Master Teacher
Job Code: 1970

Classification Title: Early Childhood Master Teacher

MPP Job Code:

Position Number: No position selected.

CSU Working Title:* Early Childhood Master Teacher

Salary Range/Grade: 1970-RANGE C-Grade-8

Reports to Supervisor: Stephani Smith

Reports To:* Child Development Center Director

Campus:* Stanislaus

Division:* Academic Affairs

College/Program:* College of Science

Department:* Child Development - 20001

FLSA Status: Exempt

Hiring Type: Temporary

Pay Plan: 10/12 Months

Pay Plan Months Off: June and July

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general 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, revised July 21, 2017.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: Yes

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: Yes

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Under general supervision of the Child Development Center Director, the Master Teacher works with CDC staff to ensure a high quality infant, toddler, preschool, and laboratory program for the education of Stanislaus students, young children, families, and the community at large. The Master Teacher will assist our program with daily operations, which include: classroom routines, developmentally appropriate classroom activities, communicating with children, college students, families, and CDC staff, and mentoring college students on various classroom practices.

Minimum Qualifications:*

- **EDUCATION:** A bachelor's degree or higher level of education in child development or early childhood education is preferred. Consistent with the state Child Development Permit Matrix, incumbents who do not possess a degree must have completed at least 24 units in child development or early childhood education, six specialization units, required adult supervision units, and the additional general education requirements.
- **EXPERIENCE:** Consistent with the state child Development Permit Matrix, incumbents who possess a bachelor's degree or higher must have completed the required units of supervised field experience. Incumbents without a degree must meet the specified days of experience within the last four years. This is equivalent to roughly one to two years of experience, including one year of experience providing teacher/staff supervision.

Required Qualifications:

- Demonstrated knowledge and competence to develop, plan and implement a curriculum for early childhood education is required.
- Must be knowledgeable in pertinent state and federal regulations relating to the daily operations of an early childhood education center including licensing regulations, education regulations, child abuse reporting requirements, and public health and sanitation codes and requirements.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

- A bachelor's degree or higher level of education in Child Development or early childhood education is highly preferred.
- One year or more of experience as a lead teacher in either an Infant/Toddler classroom or preschool classroom.
- Experience in a laboratory school setting.
- Valid Site Supervisor permit from the Commission of Teacher Credentialing.
- Good verbal and written communication skills.
- Knowledge of assessment tools that include but are not limited to: Desired Results Developmental profile (DRDP-15), Ages and Stages Questionnaire (ASQ-3), Environmental Rating Scale (ERS) both infant/toddler and preschool, and Classroom Assessment Scoring System (CLASS).
- Demonstrated ability to be highly organized and ability to maintain children's files and appropriate paperwork for classroom.
- Experience including one year providing teacher/staff supervision.
- Knowledge and competence to develop, plan and implement an age appropriate curriculum for early childhood education.
- Understanding of state and federal regulations relating to the daily operations of a child care center including licensing regulations (Title 22), education regulations, child abuse reporting requirements (mandated reporter regulations, laws, and procedures), and public health requirements.

Special Conditions:

License / Certification:

Up-to-date pediatric CPR/First Aid (can be completed upon hire)

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
85	<ul style="list-style-type: none"> • In collaboration with the Demonstration Teacher, is responsible for modeling the development, planning, and implementation of curriculum that provides a broad base of experience for the child and is consistent in best practices with the philosophy and goals of the center. • Oversees the completion of ongoing developmental assessments for all children. • Develops a positive relationship with children, families, and college students in the program. • In collaboration with the student interns, supports and conducts parent-teacher conferences. • In collaboration with the Demonstration Teacher and Center Director, supervises and mentors student interns and lab students. • In collaboration with the Demonstration Teacher and Center Director, selects and orders materials and supplies to support instruction in the classroom. 	Essential
10	<ul style="list-style-type: none"> • Act on behalf of the director when he/she is absent. • Act on behalf of the demonstration teacher when he/she is absent. • Assist with updates to policies and procedures • Maintain appropriate licensure to remain in the position which includes but is not limited to attending training to stay current with requirements from founders and state programs. • Assist with recruitment of teachers and children. • Assist with program evaluations and assessments. • Research best practices in child development and closely related topics 	Essential
5	<ul style="list-style-type: none"> • Collaborate with the Demonstration Teacher and Center Director in the supervision and observation of lab students. • In collaboration with the Demonstration Teacher and Center Director, meet with interns to plan and implement DAP experience for children in the center. 	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	
Concentrating:	
Crawling:	
Decision Making:	Occasionally
Keyboarding and Mousing:	
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	
Lifting or Carrying up to 50 lbs.:	

Lifting or Carrying over 50 lbs.:**Performing Calculations:****Pushing or Pulling:****Reaching Overhead:****Repetitive Motion of Upper Extremities:****Sitting:** Frequently**Standing:** Frequently**Stooping Kneeling or Squatting:** Frequently**Walking:** Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description: About 85% of each working day is spent in the children's classroom, physical tasks may include: holding an infant, sitting/kneeling on the floor, running/playing, rocking infants to sleep.

Other Physical and Mental Req No.1 Frequency: Frequently

Other Physical & Mental Requirement No. 2 Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3 Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment: Never

Excessive Noise: Never

Hazards: Never

Outdoor: Occasionally

Elevated Work: Never

Extreme Temperature (hot or cold): Never

Indoor (Typical office environment): Frequently

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2 Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3 Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: