



**ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE INC.  
POSITION DESCRIPTION FORM**

**GENERAL POSITION INFORMATION:**

**New Position:** Yes  No       **Update to Existing Position:** Yes  No

**If Existing Position, filled by:** Multiple Employees

**Position Title:** Supervising Teacher

**Department:** Associated Students – Children’s Center      **CSU Comparable:** N/A

**Supervisor Name & Title:** Elsa Lewis, Assistant Director , Children’s Center      **Extension:** 3596

**List any special licenses, permits, or certificates that are required to perform the duties assigned to this position:**

Child Development Master Teacher Permit issued by the CA Commission on Teacher Credentialing or higher.      T.B. and Health clearances

Child Abuse Index clearance      Criminal Background

Check, First Aid – CPR certification

**SUPERVISION (list titles of staff supervised):**

**Subordinate Staff:** Teacher

**SCOPE OF FUNCTION AND RESPONSIBILITIES:** (Give a brief general overview of the position’s primary function.)

Under General Supervision prepares, develops and implements daily lesson plan and activities; organizes and assigns the work of Teachers, Student Assistants, Student Interns and Volunteers; supervises daily activities and performs related work as required.

**DUTIES AND RESPONSIBILITIES:** (List and describe in detail the specific duties and responsibilities assigned to the position.)

Note: % of time should be measured annually. Add additional sheets as necessary.

% of Time	Duties
45	Plans and implements age and developmentally appropriate lessons, indoor activities and outdoor activities. Ensures children’s safety at all times during all activities. Responsible for the timely and accurate completion of the Desired Results Child Assessments. Inspects the conditions in the classroom to ensure a safe environment conducive to learning. Ensures the completion of daily health check of children. Conducts scheduled and as needed parent-teacher conferences to discuss child’s developmental progress. Explains either verbally or in writing the schedule of activities to other participants. Participates in student orientation. Brings special problems or concerns to the attention of the Children’s Center management as appropriate. Act as designated responsible person in the case of the absence of both the Director and Assistant Director.
40	Supervises Teachers, Student Assistants, Student Interns and Volunteers in assigned classrooms. Attends Staff meetings and in-service development meetings as required. Completes administrative activities for position and classroom as required. Implements family style meal times for children.

10	Establishes and maintains excellent relationships with children and families. Promotes parent involvement.
5	Other duties as assigned.

**ADDITIONAL KNOWLEDGE, SKILLS, and EXPERIENCE:** (Note any additional knowledge, skills, experience, and education, that are required or that you think are important for this position.)

**Knowledge and Abilities:**

- Knowledge of teaching methods, techniques and resources for the education of young children.
- Knowledge of age-appropriate behavior and learning expectations.
- Knowledge of safety precautions for young children.
- Ability to plan and implement age and developmentally appropriate activities for young children.
- Ability to introduce concepts and ideas to young children.
- Ability to exercise good judgment for the health and safety of the young child.
- Ability to organize the work for adults within the classroom and give clear directions.

**Experience:** 3 years of experience teaching young children in a group setting and supervising adults.

**Education:** B.A. in Child Development or related field,

**License:** Master Teacher or higher Teaching Permit issued by the CA Commission on Teacher Credentialing

**Special requirement:** Must meet State of California health standards for employment in a licensed Children’s Center.

**PHYSICAL and COGNITIVE DEMANDS; and ENVIRONMENTAL CONDITIONS**

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A		Greater than 50%	Less than 50%	N/A
1. Key Boarding and Mousing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or Carrying			
2. Repetitive Motion of upper extremities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Up to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Pushing or Pulling			
7. Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Bending (from waist or neck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Up to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Climbing Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Reaching above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**OTHER** Describe any additional demands/conditions or special circumstances that are pertinent to the position.  
Supervising Teachers must be physically able to perform all duties related to the care and teaching of young children with reasonable accommodations, including repeated bending, kneeling, sitting on the floor, and lifting children up to 40 lbs.

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**EQUIPMENT**

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
<i>Example A1) Lawn Mower</i> <i>Example B1) Microsoft Word</i>	<i>Example A2) Mowing grass</i> <i>Example B2) Create or update documents</i>
Computer (Desktop/Laptop)	Computing work associated with position
Microsoft Office	Create/Update documents, spreadsheets, email
iPAD	Access policies, mobile computing work

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**APPROVALS/SIGNATURES:**

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AS President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date approved by Personnel Board:** 10/13/2020

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature of the employee indicates that they have read the form)