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

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| **GENERAL POSITION INFORMATION:** | | | | | | | | | | | | | | | |
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| **New Position: Yes**  **No**  **Update to Existing Position: Yes**  **No** | | | | | | | | | | | | | | | |
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| **If Existing Position, filled by:** | | | | |  | | | | | | | | | | |
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| **Position Title:** | | Teacher | | | | | | | | | | | | | |
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| **Department:** | Associated Students – Children’s Center | | | | | | | |  | **CSU Comparable:** | | | N/A | |
| CSU | | | | | | | | | | | | | | | |
| **Supervisor Name & Title:** | | | | Supervising Teacher | | | | | | | | **Extension:** | | 3596 | |
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| **List any special licenses, permits, or certificates that are required to perform the duties assigned to this position:** | | | | | | | | | | | | | | | |
| Child Development (or higher) Teaching Permit issued by the CA Commission on Teacher Credentialing obtained within 6 months of hire date then maintained. | | | | | | |  | T.B. and Health clearances | | | | | | | |
| Child Abuse Index clearance | | | | | | |  | Criminal Background Check | | | | | | | |
| First Aid-CPR certification | | | | | | |  |  | | | | | | | |
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| **SUPERVISION (list titles of staff supervised):** | | | | | |  | | | | |  | | | | |
| **Subordinate Staff:** | | | None | | | | | | | |  | | | | | |
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| **SCOPE OF FUNCTION AND RESPONSIBILITIES:** (Give a brief general overview of the position’s primary function.) | | | | | |
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| Under General Supervision, prepares classroom and outdoor environments; works as a team member with a Supervising Teacher and teaching assistants; assists in the preparation of daily classroom lesson plans and activities; may be called upon to substitute for a Supervising Teacher or a Student Assistant; supervises children’s daily activities; and performs related work as required. | | | | | |
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| **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. | | | | | |
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| **% of Time** | **Duties** | | | | |
| 55 | Plans and implements day-to-day lesson plans and activities appropriate to the age and developmental level of each child within the assigned classroom.  Supervises children’s participation in daily activities indoors and outdoors.  Evaluates and documents each child’s developmental progress on a schedule as required by the CA Department of Education by implementing the Desired Results Child Assessment System.  Maintains safe indoor and outdoor environments conducive to learning.  Conducts and documents child observations. | | | | |
| 30 | Provides work direction and guidance for interns, volunteers and student assistants in assigned classrooms. | | | | |
| 10 | Establishes and maintains excellent relationships with children and families and conduct and document parent-teacher conferences as needed. | | | | |
| 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.)  **Experience:** Minimum of 2 years of experience teaching young children in a group setting.  **Education:** Minimum of a BA Degree in Early Childhood Education or related field with 24 semester units of Early Childhood Education which at a minimum must include:  1 course in Child/Human Growth & Development,  1 course in Child/Family/Community or Child & Family Relations,  2 courses in Programs/Curriculum  **Permit:** Child Development Associate Teacher (or higher) Teaching Permit issued by the CA Commission on  Teacher Credentialing obtained within 6 months of hire and maintained while employed in role.  Must have knowledge of:   * Theories and practices of typical and atypical child growth and development * Developmentally appropriate and realistic behavioral and learning expectations for young children; * Teaching methods, techniques and resources for the education of young children;   Must have the ability to:   * Prepare and implement lesson plans with daily activities for young children. * Introduce concepts and ideas to young children; * Exercise good judgment for the health and safety of the young child; * Organize the work for other adults within the classroom and give clear directions. * Recognize and effectively respond to the various physical, intellectual, and emotional needs of young children. * Meet the physical requirements of lifting and carrying young children and equipment. * Maintain composure under emergency conditions and administer first aid for minor injuries and/or accidents. * Establish and maintain effective working relationships with staff, parents and children. * Communicate effectively in English both orally and in writing. | | | | | |
| **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 |  |  |  |  | 1. Lifting or Carrying |  |  |  | | 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to10 lbs. |  |  |  | | 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  | | 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  | | 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  | | 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  | | 1. Walking |  |  |  |  | 1. Up to10 lbs. |  |  |  | | 1. Bending (from waist or neck) |  |  |  |  | 1. Up to 25 lbs. |  |  |  | | 1. Climbing Ladders |  |  |  |  | 1. Up to 50 lbs. |  |  |  | | 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  | | 1. Reaching above shoulder level |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **ENVIRONMENTAL CONDITIONS** | **Greater than**  **50%** | **Less than**  **50%** | **N/A** | | 1. Inside (Typical office environment) |  |  |  | | 2. Elevated Work *(Raised platform/scaffold)* |  |  |  | | 1. Extreme Temperature (hot or cold) |  |  |  | | 1. Outdoor |  |  |  | | 1. Hazards |  |  |  |  |  | | --- | | **OTHER**  *Describe any additional demands/conditions or special circumstances that are pertinent to the position.* | | 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. | | | | | | |
| **EQUIPMENT**  *List any special software and machines, tools, and equipment used on a regular basis.*   |  |  | | --- | --- | | **Type** | **Purpose and Desired Results** | | *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* | | Computer (Desktop/Laptop) | Computing work associated with position | | Microsoft Office | Create/Update documents, spreadsheets, email | | iPad | Access policies, mobile computing work | | | | | | |
| **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) | |  |  |