Position Title: Floating Teacher  
Position Department: Child Development Center  
FLSA Status: Non-Exempt  
Compensation: $18.50-$20.00 per hour  
Reports To: Child Development Center Coordinator

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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.

Associated Students Child Development Center (ASCDC) serves students, faculty, staff, alumni, and community families by providing childcare to children 4 months to 5 years of age. We are part of the Associated Students, SJSU, an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

Position Summary
The Roving Teacher is an in-house substitute that covers Head Teacher absences, breaks and meal periods, preparation time, professional development trainings, etc. While acting as the substitute Head Teacher, the Roving Teacher is responsible for the leadership and operation of the classroom. Major responsibilities include supervision of children and adults, monitoring attendance, food counts, planning and implementing classroom curriculum, maintaining proper classroom ratios and requesting additional staff support as needed, ensuring compliance with procedures for the safety of children, mentoring student staff (Teacher Assistants), and communicating with the appropriate professional staff as issues arise.

Essential Functions
- Build positive, respectful relationships with the children.
- Listen to children intently, respond, ask open-ended questions, and maintain a receptive attitude in communication. Remain alert to total situation when working with one child.
- Develop and implement flexible curriculum plans for indoor and outdoor activities which meet the individual needs of each child based on observation, Reggio Emilia principles, DRDP goals, and NAEYC best practices.
• Supervise children and adults in the classroom and on the playground. Adult supervision includes, but is not limited to volunteers, practicum students, ChAD 60 students and student staff.
• Maintain accurate attendance records, keeping an accurate count of the number of children present at all times.
• Maintain appropriate student to teacher ratios and ensure compliance with state/federal childcare regulations.
• Set appropriate limits for children. Use positive, supportive guidance and discipline methods at all times.
• Assist children in routine activities such as eating or feeding, toileting or diapering, and napping.
• Work with individual children (e.g., reading books, supervising table, floor, and yard activities).
• Complete the meal count and assist with meal set-up and clean up.
• Supervise nap time, rubbing backs or rocking as needed.
• Assign or participate in cleaning up the classroom, bathroom, or kitchen, sanitizing toys, doing laundry, or straightening the yard.
• Mentor and offer guidance to student teacher assistants, interns, and volunteers.
• Complete health and safety paperwork as needed.
• Communicate with families about the child’s day verbally or via white boards and Google+. Refer families to the administration as needed.
• Work collaboratively with the members of the Preschool and Leadership teams to create a high quality program.

Knowledge, Skills, and Abilities
• Knowledge of Title 5, Title 22, NAEYC, QRIS Regulations, licensing requirements, child abuse reporting, universal precautions, child observation and assessment and unique learning styles.
• Working knowledge of the Reggio Emilia Approach.
• Able to determine cognitive, social, and physical needs of children.
• Knowledge of the unique needs of low income families.
• Able to maintain professionalism at all times while providing positive customer service to students, faculty and staff.
• Excellent verbal and written communication.

Work Environment, Hours and Physical Demands
• This job operates in a childcare and pre-school environment with children four months to five years of age.
• Work hours are part-time, Monday through Friday, 8:00 a.m. – 1:00 p.m. or 12:00 p.m. to 5:00 p.m. Work hours are subject to change and based on the needs of the program.
• Must be able to lift, from the floor to waist, and carry up to 40 pounds.
• Must be able to reach a child 20-30 feet away within 30 seconds without danger to the staff person’s health
• Must be able to observe, see, hear and respond to children’s needs, which includes crouching or kneeling to a child’s height and creating eye contact at a child’s level.
• Must be able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye-hand coordination.
• Capable of managing the stress and tension that contact with many children and parents bring every day.
• Must be able to operate a computer, including a keyboard and mouse, and phone.

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**
- A Teacher Permit from the California Department of Education is required.
- An A.A. degree in Early Childhood Education or related field is required. A BA/BS degree in Early Childhood Education or related field is preferred.
- Adult/Child/Infant CPR & First Aid Certification is required.
- Previous experience as an infant/toddler/pre-school assistant teacher in a NAEYC childcare center is highly preferred.
- Must be age 18 years or older.

**Notes to Applicants**
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

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 before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

**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.

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