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**POSITION PURPOSE**

Senior Teacher Assistants who possess a California Associate Teacher Permit or greater, substitute for Associated Students Child Development Center (CDC) Head Teachers. While acting as the Head Teacher, the Senior Teacher Assistant is responsible for the leadership and operation of the classroom. Major responsibilities when substituting for a Head Teacher include supervision of children and adults, monitoring attendance, food counts, planning and implementing classroom curriculum, maintaining proper classroom ratio and requesting additional support if needed, ensuring compliance with procedures for the safety of children and communicating with the appropriate professional staff when issues arise.

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.

**ASSOCIATED STUDENTS**

Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**AVAILABILITY**

Senior Teacher Assistant work hours are subject to change according to the needs of the program and limited to 20 hours per week. This is a student position and terminates upon your graduation or separation from SJSU.

**EDUCATION & EXPERIENCE**

- Have a California Associate Teacher Permit or greater
- Must be a current matriculated San Jose State University Student
- Previous experience as a pre-school assistant teacher highly preferred
- Must be age 18 years or older.

**ESSENTIAL DUTIES TEACHING RESPONSIBILITIES**

- Supervision of children and adults working in the classroom and on the playground. Supervision duties include, but not limited to volunteers, practicum students, ChAD 60 students and student staff
- Maintain proper classroom ratios
- Assist children in routine activities such as eating or feeding, toileting or diapering, and napping.
• Set appropriate limits for children with positive guidance and assure proper care and use of equipment by the children
• Supervise nap time, rubbing backs or rocking as needed.
• Work with individual children: reading books, supervising table, floor, and yard activities
• Write, plan and implement classroom and playground activities
• Communicate with families via white boards and Google+
• Take responsibility for assigned duties such as cleaning up classroom, bathroom, or kitchen, sanitizing toys, doing laundry or straightening the yard, and direct other teachers in activities as needed.
• Assist with meal set-up and clean up, including meal count
• Remain alert to total situation when working with one child.
• Mentor and offer guidance to other teacher assistants.
• Listen to children with interest, answer questions and maintain a receptive attitude. Be receptive to physical, verbal and non-verbal cues.
• Complete health and safety, meal count and attendance paperwork
• Communicate with families about child’s day and refer them to administration as needed

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily. Additionally, must maintain professionalism, integrity, consistency and reliability at all times.

• Able to observe, see, hear and respond to children’s needs
• Able to lift 30 pounds from floor to a waist high table 10-15 times daily
• Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person’ health
• Able to crouch to child’s height, maintain eye contact at child’s level
• Able to determine cognitive, social, and physical needs of children
• Requires excellent verbal and written communication
• Able to handle the stress and tension that contact with many children and parents bring every day
• Able to perform movements which include grasping, touching, pushing and pulling, manual dexterity and eye-hand coordination
• Adult/Child/Infant CPR & First Aid Certification is a requirement of this position. You may take the class offered by the CDC at no cost to you or you may take a class elsewhere at your own expense

GUIDELINES
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.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical
condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

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

DEADLINE
Application Review will be March 26th, 2018. The position will remain open until filled.

Click here to apply!