

# Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

*This is not a state position*

**Job Title:** Children's Center Teacher

1 position (35-40 hours per week including 2 hour staff meeting twice monthly) anticipated starting date: Tentatively June 23, 2025 (pending background check approval process)

**Wage:** \$ 19-20 per hour, depending on qualifications. This position offers a competitive benefits package including group health, dental, and vision.

**Project Name:** F3232 CCAMPIS 21-25

**Supervisor:** Director & Assistant Director

## Essential functions of the job:

- Treat children of all races, religions, genders, family backgrounds and cultures equally with respect and consideration
- Be responsive and interact frequently with children showing affection, interest and respect
- Meet the routine needs such as feeding, diapering, napping, etc. for children in classroom
- Be aware of the needs and family and program goals for each child
- Assist with planning the daily and individualized curriculum for children in classroom
- Interact daily with parents, sharing the child's daily happenings, any changes or concerns, etc.
- Attend regular staff meetings to plan for implementing and attaining goals for the individual children, discuss working conditions, and ongoing staff training
- Act as a model and guide for students working in the Center.
- Actively participate in on-going NAEYC accreditation activities
- Must be able to supervise children without assistance of other staff, both indoors and on the playground.
- Upon employment must pass health screening and provide proof of TB clearance.
- Upon employment must pass criminal record and child abuse index clearance.

## Minimum Qualifications:

**Education:** Must meet minimum qualifications for obtaining Associates Degree in Child Development or related field, Bachelor's Degree preferred. Must have (or qualify for) a California Early Childhood Permit at the Teacher level, Site Supervisor preferred. Infant/Toddler units preferred.

**Experience:** Must have minimum 2 years of experience working with children ages one to five years.

**Knowledge:** Knowledge of California Department of Education Desired Results Developmental Profiles; Knowledge of National Association of Education of Young Children accreditation standards.

**Abilities:** Must have the ability to communicate successfully both verbally and in writing and to work collaboratively as a team member.

**Application Instructions:** Qualified applicants should submit a cover letter, resume, copy of transcripts, three references, along with the [SPF Self-Identification Form for Job Applicants](mailto:SPF_Self-Identification_Form_for_Job_Applicants@humboldt.edu) to [elw10@humboldt.edu](mailto:elw10@humboldt.edu)

Only complete application materials will be accepted. If you have any questions regarding this position, call (707) 826-3838 and ask for Betsy Wilson.

**Application Review Date:** Initial Review Monday, June 9, 2025; open until filled

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified

applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position