

Child Educator - Toybox Preschool

Purpose Statement

The Child Educator for Toybox will support the TOYBOX Director in running the TOYBOX Occupational ECE Program. Applicants need to be well versed in developmentally appropriate practices (DAP) for early childhood education with the ability to work well with both preschool-aged children as well as high school students. Maturity and the ability to maintain confidentiality is essential.

Essential Functions

- Assist the director in running the program while the director is in class and in the absence of the director
- Supervise the activities of the high school students and the preschool age children
- Maintain a safe and productive environment while ensuring the center is in compliance of all Arizona State Child Care Licensing Rules and Regulations.
- Assists high school students individually or in small groups with lessons assignments for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential
- Evaluates, critiques and grades high school students during lab time, both verbally and written
- Communicates effectively with parents, preschool children, and high school students
- Designs and implements classroom activities and materials for the preschool age students and adapts as needed to allow the opportunity for all students to participate in the classroom activities
- Confers with director, parents, and school psychologist as appropriate for the purpose of assisting in the evaluation of preschool age student's progress and/or implementing student's behavioral objectives
- Assists preschool-age students requiring daily care (e.g. toileting accidents/dressing, administer medication, basic health care)
- Greets parents and children as they arrive and assists in the transition to school
- Maintains preschool-age student files/records for the purpose of ensuring availability of items and/or providing reliable information
- Performs record keeping (data on instruction and/or behavior) and clerical functions (taking attendance, copying, instructional materials, etc.) for the purpose of supporting the director in providing necessary records/ materials
- Assists other TOYBOX personnel as may be required for the purpose of supporting them in the completion of their work activities.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Minimum Qualifications

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 2 Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: 2+ years' experience with school age children in a licensed group setting, or any other combination of experience and education to successfully complete the job.

Education: High school diploma or GED with 60 hours ECE* training & an additional 12 hours training in program administration, planning, development or management (min requirements) and 21 years of age.

Certifications/Clearances: Must meet Arizona Department of Health Services (DHS) Child Day Care Center Teacher-Caregiver requirements. Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Must have negative TB Test documentation provided by a clinic or doctor, completed within 12 months prior to starting working with students. CPR/First Aid Recertification every two years. Completes a minimum of eighteen (18) verifiable hours of approved training each year.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 112

Work Calendar: Support Staff - 9.5 Month