

Child Educator Aide (TOYBOX) Preschool

Purpose Statement

The Child Educator Aide in preschool will support the Child Educator, and/or the TOYBOX Director in supervising the preschool students and maintaining licensing best practices. Applicants must have the ability to work well with preschool-aged children. Maturity and the ability to maintain confidentiality is essential.

Essential Functions

- Works with Child Educator and/or the TOYBOX Director as well as other co-workers to support the planning, organizing, and directing of a variety of recreational and educational activities that are aligned with the Arizona Early Learning Standards in the preschool setting.
- Read and follow Preschool & GPS Employee Handbooks.
- Establishes and maintains effective relationships with the children, parents, school staff and other community members.
- Maintains positive interactions, safety, and management of preschool-aged children.
- Assists the Child Educator and/or the TOYBOX Director with arranging the classroom/learning environment with the ECRS (Early Childhood Rating Scale) in mind.
- Maintains an environment that promotes cooperation, learning, and enjoyment.
- Assists children with special needs or disabilities and helps to integrate them with others.
- Supports the implementation of the structured classroom behavior model (Prevent-Teach-Reinforce).
- Assists with the delivery of developmentally appropriate instruction aligned with CLASS (Classroom Assessment Scoring System)
- Assists Child Educator and/or TOYBOX Director with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks, and assisting in any manner as requested while ensuring the center is in compliance with Arizona Department of Health Services (AZDHS) requirements and all Arizona state Childcare Licensing Rules and Regulations.
- Encourages high participation of students in daily activities and planning process. Assists all visiting instructors.
- Assists with daily set-up/ take-down of centers which includes lifting/carrying tables, chairs, boxes, etc.
- Assures quality indicators of selected (AZ Case/Quality First Standards) accreditation as well-known and adhered to by staff.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings, professional development and training for the purpose of acquiring and/or conveying information relative to job functions.
- Complete 24 hours of yearly training required by AZDHS licensing.

Minimum Qualifications

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

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: Job related experience is desired.

Education: At least 16 years of age. Currently and continuously enrolled in High School or GED program equivalent or High School Diploma/GED. Will be required to complete a minimum of twenty-four (24) verifiable hours of approved training each year of employment.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Must meet Arizona Department of Health Services (AZDHS) Child Day Care Center Child Educator Assistant-Caregiver requirements. 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.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 101

Work Calendar: Preschool (9 months)