



CODE: 70322
UNIT: Temp Hourly
Grade: MCL 001
Step: 5
FLSA: Non-Exempt

CLASSIFICATION

COMMUNITY EDUCATION HELPER II

SUMMARY

The Community Education Helper II is responsible for the planning and implementation of daily activities and lessons. He/she is responsible for the supervision and safety of all children assigned to his/her care and for facilitating communication between staff members assigned to his/her team.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Arizona IVP Fingerprint Card

Must be at least 18 years of age.

Six (6) months of childcare experience

Ability to supervise 15-30 children

Current CPR/First Aid Certification

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

ADDITIONAL REQUIREMENTS AFTER HIRE

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

Documentation of a negative tuberculosis screening test, administered within 12 months before the start date; or if a candidate has had a positive test, a written statement signed and dated by a health care provider within six months before the start date stating candidate is free from infectious active tuberculosis.

Required to complete a minimum of 18 actual hours of early childhood, child development or related topics each anniversary year

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Participates in the children's activities by interacting, observing, extending language experiences, modeling desired behavior and facilitating conflict resolution using only positive guidance techniques

Assists with the supervision of children, maintains ratios and keeps a daily attendance roster, including children going to and from the program.

Provides a clean and organized environment where children are safe, nurtured and valued. Maintains the environment so that the activities/centers are engaging and developmentally appropriate.

Responds promptly to customer needs, requests for assistance, and other types of services

Adheres to all DHS Licensing and Quality Improvement policies and procedures

Attends Community Schools Site Coordinator and other required meetings.

Performs tasks assigned by the Site Coordinator and Program Coordinator. Maintains confidentiality of ad hoc records, reports, and files

PHYSICAL TASK

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

SUPERVISORY RESPONSIBILITIES

Monitor control of staff.

M:JOB 70322
New 5/12