



**CODE: 70323**  
**UNIT: Temp Hourly**  
**Grade: MCL 001**  
**Step: 8**  
**FLSA: Non-Exempt**

**CLASSIFICATION**

COMMUNITY EDUCATION HELPER III

**SUMMARY**

The Community Education Helper III with the Community School Site Coordinator and Community School Program Coordinator to provide general clerical, administrative and supervisory duties including training and mentoring staff.

**MINIMUM QUALIFICATIONS**

Must meet one of the qualifications listed in the Department of Health Services rules and regulations as listed below:

- A. At least 12 months child care experience, a high school or high school equivalency diploma, AND:
  - i. Three credit hours or more in early childhood, child development, or a closely-related field from an accredited college or university, OR
  - ii. At least 30 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or closely-related field; OR
- B. At least 12 months of child care experience AND:
  - i. Administrator Credential (N.A.C.) Certification as issued by the National Child Care Association OR Child Development Associate (C.D.A.) or Certified Childcare Professional (C.C.P) or National; OR
  - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field; OR
- C. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field; OR
- D. At least three months of child care experience and a bachelor degree form an accredited college or university in early childhood, child development, or a closely-related field

Arizona IVP Fingerprint Card

Must be at least 21 years of age.

Ability to supervise at least 100 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.

Knowledge of word processing/database/spreadsheet applications

Experience supervising employees and children.

**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 FUNTIONS**

**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.

Serves as a resource to employees and public regarding Community Schools Enrichment Programs' goals. Adheres to all Federal, State, and District policies regarding Community Schools Enrichment Programs.

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

Assists with curriculum, documentation, professional staff development, and mentoring.

Assists with the recruitment and interviewing of staff.

Assists the Site Coordinator and Program Coordinator with supervision and evaluation of staff.

Assists in the formulation of staff schedules.

Serves as the administrative designee in the absence of the Site Coordinator or Program Coordinator.

Adheres to all DHS Licensing and Quality Improvement policies and procedures.

Assumes duties of absent staff members when necessary.

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.

Participates and/or leads in-service programs

## **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 assigned employees when applicable