

TUCSON UNIFIED

SCHOOL DISTRICT

UNIT: Temp Hourly
Grade: MCL 001
Step: 3
FLSA: Non-Exempt

CLASSIFICATION

COMMUNITY EDUCATION HELPER I - IELC

SUMMARY

The Community Education Helper I is responsible for the planning and implementation of daily activities and lessons working in collaboration with ECE Specialist. He/she is responsible for the supervision and safety of all children assigned to his/her care.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Arizona IVP Fingerprint Card

Must be at least 18 years of age.

Ability to supervise 5 – 15 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.

PREFERRED QUALIFICATIONS:

Six (6) months of childcare experience

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.

Adheres to all DHS Licensing and Quality Improvement policies and procedures

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

Serves as a member of a team of the IELC in one or more age groups ranging from 6 weeks-5 years old.

Accountable for children safety, supervises children during daily schedule of indoor and outdoor activities, plans coordinates, and implements age appropriate activities that

foster developmental domains of social, emotional, physical, and cognitive areas of each individual child.

Participates in an environment that promotes positive interactions and redirection.

Prepare and arrange indoor and outdoor activity areas with materials to support daily lesson plan activities that supports creative curriculum.

Establishes routines and structured schedules with classroom.

Leads and facilitates planned and spontaneous program activities.

Interacts professionally with children, parents, staff members, volunteers, coaches, and supervisors.

Participates in child portfolio documentation and conferences with parents and staff.

Models and promotes safety, fitness, and other health and nutritional practices that supports EMPOWER program, Healthy Way to Grow, AZ Department Health Services, and TUSD board policies.

Helps arrange and serve meals and snacks at the appropriate time.

Notifies and reports to appropriate agency signs that indicate illness, abuse, or neglect.

Ensures children depart with authorized persons listed on emergency card.

Participates in program evaluation instruments such as rating scales ITERS/ECERS, self-inspection materials, point scale, and CLASS assessments.

Ensures compliance with policies and regulations of the TUSD district. Collects, maintains, and reports program data.

Performs other related duties as assigned.

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

None