

ECHO AFTERSCHOOL INSTRUCTIONAL SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Associate's Degree, Child Development Certificate, Director Designee Certificate, two (2) years of study at an institution of higher education, or passing score on a skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- At least six months of childcare experience
- Current training in First Aid and CPR as required by R9-5-403(E)
- Must be 21 years of age or older required per R9-5-401
- Level 1 Fingerprint Clearance Card
- Proof of TB Immunization upon recommendation for hire

B. DESIRED

- Bachelor's Degree in early childhood, child development, elementary education, or a closely related field
- Early childhood endorsement

SUMMARY

Implements quality early childhood programs for children ages 3-5 by establishing effective working relationships with students, their families, and other staff members, designing and implementing instructional programming appropriate for young children, maintaining a safe environment, and ensuring compliance with State guidelines for quality childcare services.

Reports to: ECHO Afterschool Site Director/Teacher

ESSENTIAL FUNCTIONS

- Supports the philosophy and goals of the after-school program to parents and the community
- Maintains accurate records as required for licensure of the facility by the Arizona Department of Health Services
- Provides instruction and guidance to after-school children in the program
- Plans and prepares curriculum and activities for children
- Maintains an orderly and appropriate learning environment for young children to include small and gross motor activities, a rest area, dress-up area, art area, etc.
- Maintains accurate attendance records
- Maintains an environment where children are safe, nurtured and valued
- Plans, posts, and implements activity/lesson plans that are in accordance with State Early Learning Standards
- Participates in daily cleaning and safety checklist
- Posts lunch and snack menus and all required notices on the Parent Board

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- Encourages the development of social and emotional learning by reinforcing positive behavior, implementing effective classroom management strategies, and utilizing role modeling techniques
- Reports supply needs to the Site Director
- Plans and collaborates with the After-school Site Director, Associate Superintendent for Elementary Education, and the site principal to implement appropriate early childhood curriculum and assessment and makes adjustments as needed
- Participates in at least 18 hours of training every 12 months as required for licensure
- Prepares required reports as requested by the site director
- Maintains on-going communication with parents and site staff
- Provides information for a newsletter to families each month
- Documents all communications, written correspondence, and parental requests and concerns and takes appropriate action as needed to resolve issues
- Maintains a professional work environment that fosters collaboration and trust
- Shows respect and sensitivity for cultural differences and demonstrates their belief in the value of diversity
- Adhere to all requirements for routine safety drills and trains all staff on appropriate procedures during an emergency
- Controls the access to the facility and the children to ensure student and staff safety
- Reports accidents, injuries, etc. as required by policy and State law
- Reports necessary repairs to the facility or equipment to the after-school site director

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle confidential information and records
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to meet deadlines
- Ability to work alone and as part of a team
- Ability to multi-task in an after-school setting
- Ability to exhibit patience with young children
- Ability to pull, stoop, bend, twist, turn and sit for long periods of time
- Ability to lift 50 lbs
- Ability to operate computer, digital equipment, and phone
- Ability to utilize word processing, spreadsheet, and basic publishing software