Kid Zone Enrichment Programs
EMPLOYMENT OPPORTUNITY

Social Services Department - 3500 S. Rural Road/ Tempe, Arizona 85282 (480) 350-5400

Kid Zone Specialty Instructor

Opening Date: **August 2011**
Closing Date: **Subject to closing without notice when the needs of the City are met.**

Program Dates: **Fall: Monday August 8th – Friday December 16th 2011.**
Spring: Tuesday January 3rd - Friday May 25th 2012.

Program Hours: **Afternoons - Monday – Friday approximately 2:15/2:45/ 3:15 – 6 p.m.**
All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12:15/12:45/1:15 - 6p.m.) **Times vary depending on the school.**

Mornings: Monday – Friday 6:30 a.m. – 7:30/ 8:15/8:30 a.m.

Permanent Specialty Instructor is available 5 days a week / starting wage is $11.05 hr.
Substitute Specialty Instructor is available 3 - 4 days per week only and is paid slightly less.

Experience and Training: Requires experience working in an organized recreation, child care, or school program with elementary age children. Good knowledge of teaching methods and procedures including ability to plan, organize and teach subject area. Must have a positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, coworkers, and Community Services Department staff. Education in child development, recreation, education or a related field is highly desirable. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Funtions: Under the supervision of the Community Education Coordinator:
Planning, organizing and teaching a specialty instructional class to as many as 20 children grades K-5 at a time.

Sample Specialty Instructional Classes could include: Ceramics, Chess, Computer, Cooking, Creative Drama, Dance, Engineering, Fine Art, Foreign Languages, Life Skills, Martial Arts, Painting, PE, Jump Rope, Sign Language, or any combination of above activities.

* Developing eight to ten detailed lesson plans and a supply request list prior to the start of each instructor session.
* Establish and maintain effective relationships with the children, parents, school staff and other community members.
* Maintain discipline, safety and control of specialty class.
* Maintain an environment that promotes cooperation, learning and enjoyment.
* Encourage high participation of students in specialty class.
* Assist Program Manager and site staff in their implementation of a variety of recreational and educational activities for students and assisting in any other manner as requested.
* Assist in maintaining facility by keeping it clean, organized and secure.
* Attend all staff meetings and trainings.

Pre-employment Requirements:
* Submit names, complete addresses and phone numbers of six references.
* Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
* Must undergo fingerprint check.
* Must be at least 18 years of age.

Additional Requirements:
* Must purchase staff shirts
* Must attend our paid new employee orientation and trainings (prior to working at the sites)

Apply: City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor Tempe Public Library Building, Tempe, AZ 85282. Monday - Friday: 8 a.m. - 5 p.m.
www.tempe.gov/kidzone/employment

Arizona Department of Health Services

R9-5-402. Personnel qualifications

B. Teacher-caregivers *(Kid Zone Specialty Instructor)* shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards
Child Day Care Center Teacher-Caregiver *(Kid Zone Specialty Instructor)*
Each teacher-cargiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent.	and	Six months
OR		
A Child Development Associate Credential or its equivalent.	and	N/A
OR		
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.

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