Kid Zone Enrichment Program
Employment Opportunity

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

Kid Zone Pre-school Teacher

Opening Date: **May 2011**
Closing Date: **Subject to closing without notice when the needs of the City are met.**
Program Dates: **Year round**

Program Hours: **Monday- Friday 7:00 am – 5:30 pm**
Required paid trainings prior to start date. See the job standards form on application.
Starting Wage: **Lead Teachers starting wage $13.00 an hr.**
Teacher starting wage $11.05 an hour

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Experience and Training: Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for preschool age children. Bachelor's degree in Education, Recreation or a related field preferred. Must have a positive personality and strong child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions: Under the supervision of the Community Education Specialist and the Youth Services Supervisor:

* Design, organize, direct and teach a variety of recreational and educational activities for students ages 2-5registered in the Kid Zone Preschool.
* Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies.
* Maintain informative and supportive relationship with parents.
* Maintain discipline, safety and control of site.
* Participate in hiring, training, supervising, supporting, and evaluating of center staff.
* Attend all staff meetings and trainings. Plan and facilitate regular site staff meetings.
* Maintain files, attendance records, payroll and accept fee payments from parents.
* Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
* Encourage high participation of students in daily activities and planning process.
* Maintain the facility by keeping it clean, organized & secure. Report problems.
* Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement.
* Organize daily opening and closing of classrooms.

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.

Additional Requirements

* Must be CPR/1st Aid certified within 30 days of hire.
* Must purchase staff shirts
* Must attend our paid new employee orientation and trainings (prior to working at the sites)

Apply: City of Tempe Social Services Department
3500 S. Rural Rd. 2nd floor - (Tempe Public Library Building), Tempe, AZ 85282.
Monday - Friday: 8 a.m. – 5 p.m. Friday: ./ 480-350-5400

Arizona Department of Health Services

R9-5-402. Personnel qualifications

A. The center director *(Kid Zone Program Manager)* shall be at least 21 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 Director *(Kid Zone Program Manager)*

Each center director 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 with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development.	and	Two years
OR		
A Child Development Associate credential or its equivalent with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development.	and	Eighteen months
OR		
One year of college with at least six hours of academic coursework in early childhood education, child development or closely related field.	and	Eighteen months
OR		
An associate degree in early childhood education, child development or closely related field.	and	Six months
OR		
A bachelors degree in early childhood education, child development or closely related field.	and	Three months

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