**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Early Childhood Education**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Early Childhood Educator, in his/her ministerial role, is vital to the faith formation of the next generation and will maintain a safe, stimulating, Christian environment for young children. They will work in a family-centered program that centers their duties on the needs of the families. Requires knowledge of school policy and organizational structure, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the supervisor. Work is performed with limited supervision. Assignments are performed essentially independently, referring problems, concerns, etc., to supervisor for help. May supervise others.

Essential Job Functions

The Early Childhood Educator’s responsibilities shall include, but are not limited to the following:

* Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
* Perform duties as planned under the leadership of the Early Childhood Specialist
* Assist in the screening and preparation of children to fully participate in program services
* Implement the curriculum that is planned by the Early Childhood Specialist to be based on scientifically based reading research
* Interact with the children in a way which conveys respect and nurturing
* Support the social and emotional development of children
* It will be the child care provider’s responsibility to play with children; this will often mean getting down on the floor to interact with them
* Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
* Assist in the selection of books, equipment, and other instructional materials appropriate for the early childhood program
* Maintain attendance records of children participating in the Early Childhood Program
* Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
* Maintain a safe environment based on safety standards set by the program
* Help other staff in preparing meals for children as required
* Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
* Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
* Assist in the development and facilitation of interactive parent and child literacy activities
* Maintain open, friendly, and cooperative relationship with each child’s family and encourage their involvement in the program
* Continue professional development through attending workshops, conferences, and other staff development
* Demonstrate behavior that is professional, ethical, and responsible
* Perform other duties and responsibilities as assigned by the Early Childhood Specialist
* Models spiritual maturity in leading children towards Christ and spiritual growth

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience/Credentials

* Minimum: High School Diploma
* Preferred: Completion of at least two years of study at an institution of higher education; OR Associates Degree; OR Successful completion of the formal State or local academic assessment for paraprofessionals

Knowledge and Skills

* Experience working in an early childhood setting
* Must be flexible and adaptable to meet the needs of the children and program

Mental/Physical Requirements

* Must be able to read, speak, hear and write in order to communicate effectively (verbal and written);
* Must have the ability to maintain emotional control under stress.
* Must have the ability to routinely lift children, move furniture in an early childhood classroom and sustain long hours of active work.
* Standing, walking, bending, kneeling, carrying of light items, etc. required.

Working Conditions

Essential responsibilities are usually performed under normal classroom conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**