CITY OF TEMPE

Temporary Employment Opportunity



Community Services Department · Social Services Division · 3500 S Rural Rd, Tempe, AZ 85282 · (480) 350-5400

Kid Zone Pre-school Lead Teacher

(City of Tempe / Community Services- Social Services)

Opening Date: April 25, 2013

Closing Date: Open until the needs of the City are met.

Hourly Wage: \$13.00

Work Schedule: 40 hours per week (8:45 a.m. - 5:45 p.m. w/ 1 hour lunch)

This is a Temporary Non-Benefitted position.

Experience & 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.

Licenses/Certifications: *

- 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)

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 2-5 registered 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

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

SUBMIT APPLICATION TO:
City of Tempe
Community Services/Social Services
3500 S. Rural Rd, 2nd Floor
Tempe, Arizona 85282

Apply Online:

Kid Zone Application

For questions, please contact: Leah Sergeant / Social Services Specialist 480-350-5407

An equal opportunity/reasonable accommodation employer