

Kid Zone STEM Coordinator

Opening Date: March 2023

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

Program Dates: Spring: January 9th – May 18th, 2023
Summer: May 22nd – July 12th, 2023

Fall: July 17th - December 15th, 2023

Program Hours: 29 hours/week

Afternoons - Monday – Thursday approximately 2:30/3:30– 6:00pm; Friday approx. 12:30/1:30-6:00pm
Times vary depending on the school.

Weekly Office hours required. Days flexible based on availability. Other office hours vary.

Paid training multiple Saturdays in April &/or May 3-4 hours each

Permanent STEM Coordinator is available 5 days a week including early Friday release - starting wage is \$17.85 hr.

Substitute STEM Coordinator is available 3 - 4 days per week only or no early release is paid slightly less.

Essential Job

Under the supervision of the Sr. Community Education Coordinator

Functions:

- Develops STEM lesson plans & supply kits for site staff to check out weekly and teach on a rotational basis
- Planning, organizing and teaching a STEM instructional class for up to 20 students grades K-8 at a time.
- Develop eight to ten detailed lesson plans and teach them at sites on a rotational basis.
- Create and maintain STEM kit check-out system for sites. Work with site staff to ensure kits returned complete and in good condition.
- Order, maintain and fill supplies needed for STEM kits.
- Help train and model for site staff re: effective STEM teaching techniques
- 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 site 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.

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 STEM subject area. Must have a positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, coworkers, and Kid Zone 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.

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 Kid Zone Enrichment Program, 3340 S. Rural Rd., Mail Stop 28-1 Tempe, AZ 85282.
Monday - Friday: 8 a.m. - 5 p.m. 480-350-5405 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-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

<u>ACADEMIC COURSEWORK</u>	<u>AND</u>	<u>CHILD CARE QUALIFYING EXPERIENCE</u>
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.