

ASSOCIATION FOR SUPPORTIVE CHILD CARE
ARIZONA KITH AND KIN PROJECT
JOB DESCRIPTION
CHILD CARE PROVIDER

REPORTS TO: Arizona Kith and Kin Project Program Coordinator

GENERAL SUMMARY: Provide quality child care for the Arizona Kith and Kin Project participants at the various Kith and Kin training-support group locations. Supervise groups of children and direct activities and learning experiences.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the implementation of policies and procedures as required by the program.
2. Demonstrate an understanding of high quality early childhood environments.
3. Demonstrate and implement a thorough knowledge of child development, DAP, positive guidance/discipline, child centered approaches, health and safety and state licensing standards.
4. Supervise children by sight and sound at all times.
5. Support children's emotional and social development while encouraging and modeling positive behavior.
6. Interact with children, parents, and Child Care Specialists in a positive manner.
7. Maintain classroom in a clean, neat and organized manner and restore the area to the condition it was found in.
8. Sanitize toys and equipment as required.
9. Guide children appropriately by adhering to the Arizona Kith and Kin Project's/ ASCC's discipline policy.
10. Inform parents of child's daily progress.
11. Maintain current knowledge of the early childhood field's information and research.
12. Assist in reporting on Kith and Kin child care environments and outstanding needs as requested by Program Coordinator.

13. Assist with the planning and implementation of Kith and Kin child care environments.
14. Assist in creating and maintaining a supplies and materials resource area to assist all Child Care Providers.
15. Assist all staff meetings.
16. Other duties as assigned by the Arizona Kith and Kin Project Lead Child Care Specialist, Program Coordinator, Program Manager and Executive Director

MINIMUM QUALIFICATIONS:

1. Minimum of an Associate's Degree in early childhood education, child development or a related field. (High School Diploma and four (4) years of related work experience such as in a high quality child care setting) may be substituted for education background.
2. Two years experience as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers.
3. Linguistically and culturally representative of community.
4. The ability to obtain First Aid and CPR Certification, Child Passenger Safety Technician Certification and any others as required by program within 90 days of employment.
5. The ability to obtain Fingerprint Clearance Card within 90 days of employment.
6. The ability to obtain TB test within 30 days of employment.
7. English/Spanish bilingual preferred.

KNOWLEDGE AND SKILLS:

1. Excellent knowledge of developmentally appropriate practices.
2. Knowledge of the methods and practices of curriculum development and instruction.
3. Knowledge of community resources and how they impact early childhood programs.
4. Thorough understanding of child development and family dynamics and management in early care and education settings.
5. Knowledge of ADHS and DES certified child care licensure standards.
6. Reliable transportation.

7. Ability to travel throughout the state and work occasional evenings and weekends.
8. The ability to communicate effectively verbally and in writing.
9. The ability to maintain a tracking and documentation system.
10. Knowledge and use of computer technology.
11. The ability to work independently and as team member.
12. The ability to work cooperatively with other staff members and the community.
13. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
14. Knowledge, understanding and ability to respect diversity represented in cultural and linguistic populations served by the Arizona Kith and Kin Project.
15. Represent the project in community meetings and other professional settings, as required.
16. Knowledge of standard health and safety policies and practices.
17. Ability to plan and coordinate activities, curriculum and programs.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____