POSITION ANNOUNCEMENT

TITLE: EDUCATOR: SCHOOL AGE AFTER SCHOOL/SUMMER
DEPT: AUXILIARY SERVICES/CHILD CENTER

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $37,000-$50,629
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: July 13, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:
Full time summer school and after school care educator for school age children (ages 5-9 years old).

After school care:
An after-school care educator is responsible for supervising children after school hours from approximately 3:00 - 5:30 each day and on school district half days. He/She will help with homework, plan activities, provide a safe environment, and provide snacks.

Summer program educator:
A summer program educator is responsible for planning and implementing educational and recreational activities for children during the summer months. They may also supervise walking trips and other outings.

This full-time position includes both roles.

JOB FUNCTIONS:
Foster a fun and safe classroom (indoor and outdoor) environment conducive to learning. 20%
Strong knowledge of child behavior and learning patterns. 10%
Ability to work with children, work independently, and remain friendly, calm, and patient at all times. 10%
Good analytical and problem solving skills. 10%
Solid organizational skills and ability to maintain tidy and neat classroom. 10%
Follow NAEYC program standards and Code of Ethics. 10%
Excellent interpersonal and communication abilities with children, adults, staff, faculty, community members, and families. 10%
Ability to follow oral and written instructions. 10%
Take constructive feedback. 10%

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, composition and math. Planning, preparing, and implementing after school care and summer programs and activities that align with NAEYC standards. Assisting children with assignments and homework, such as reading, writing, and math; DAP (Developmentally Appropriate Practice). Preparing learning materials and equipment, such as books, arts and crafts, stationary, and other supplies as needed. Creating monthly or quarterly progress reports to monitor children's scholastic development and personal growth; meet bi-annually with parents. Ensure all center rules, policies, and
guidelines are adhered to in the classroom both in and out of doors. ECECD background check. A pre-employment drug test required. 45-hour ECE training and coursework. CPR/First Aid/NAE.

**DESIRED QUALIFICATIONS:**
Bachelor's Degree in any area of study.

**LIFTING REQUIREMENTS:**
(f)requently, (o)ccasionally, or (s)eldom

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**PHYSICAL DEMANDS:**

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Apply to: nmtjobapps@npe.nmt.edu