

## **JOB DESCRIPTION**

### **POSITION TITLE:**

Arts & Enrichment Instructor (Full Day Care)

### **SUMMARY DESCRIPTION:**

The Arts and Enrichment Instructor provides day-to-day supervision and appropriate interaction with students, providing Curriculum and Enrichment activities as well as planning and implementation within a safe, caring, and fun environment.

### **ESSENTIAL FUNCTIONS:**

- Working cooperatively and coordinating with other instructors including writing and communicating daily scheduling, safety policies / procedures, and monthly staff meetings.
- Curriculum planning and implementation for care. Submission of weekly lesson plans for room.
- Communicating with parents and caregivers daily
- Gathering Behavioral Reports and following up with parents and caregivers as needed.
  
- Setting up Behavior Focus meetings with the Program Manager and parents / caregivers as needed
- Oversee and complete daily check-in/out along with attendance communication to Program Manager on any absences or issues.
- Follow all Department of Public Welfare Child Day Care requirements including ongoing professional development
- Research and implement latest safety standards and practices for school activities
- Planning and implementation of events.
- Helping with monthly newsletters and other written materials as needed
- Daily set-up and clean-up of supplies for activities and overseeing last child pick-ups
- Help support online learning of students (help log on to technology, support with basic questions)
- Plan outdoor activities
- Supervise children while they are eating lunch
- All other duties as assigned by Child Care Director or Programs Manager

### **QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university in Early Education, Child Development, Special Education, Elementary Education or Human Services -or-
- Bachelor's Degree from an accredited college or university, including 30 credit hours in Early Education, Child Development, Special Education, Elementary Education or Human Services and 1 year experience with children -or-
- Associate's Degree from an accredited college or university in Early Education, Child Development, Special Education, Elementary Education or Human Services and 2 years experience with children -or-

- Associate's Degree from an accredited college or university, including 30 credit hours in Early Education, Child Development, Special Education, Elementary Education or Human Services and 3 years experience with children
- Knowledge of state health and safety requirements or standard day care policies and procedures
- Specific subject area expertise preferred (art, music, etc)
- Calm, patient, and engaging
- Responsible and punctual
- Detail oriented with an ability to handle multiple children during peak hours of service
- Able to work effectively with all members of the community as well as coworkers
- Able to communicate well with parents as well as children
- A medical physical within the previous 12 months
- A Mantoux TB Test within the past previous 12 months
- Pediatric First Aid and CPR Training
- PA State Criminal Background Check
- Child Abuse Clearance
- FBI Fingerprint Clearance
- NSOR Clearance
- Mandated Reporter Training

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hand or fingers to manipulate, touch, or handle, and climb stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required by this job include near and far vision, depth perception, and to differentiate colors.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds.

**JOB TYPE:**

- Part Time
- 8:30am - 3:00pm
- Schedule and total hours worked each week may vary depending on the Fox Chapel Area School District plans
- Schedule and total hours worked each week may vary depending on DHS regulation changes or updates

**SALARY:**

\$15-\$17/hour