

Sequim Pre-3

Child Educator Job Description

Sequim Pre-3 is a parent run preschool cooperative for children ages 10 months to 3 ½ years. Our mission is to provide a child centered environment and a community of support. Parents, grandparents and caregivers attend a weekly class with the child that is led by the Child Educator. As the Child Educator you will be responsible for creating and maintaining an energetic, positive, comfortable and fun environment that encourages learning, interaction and exploration by the children in the program. You will energetically lead the class, parents and children, in planned group activities, singing, outdoor play, etc. ensuring that we maintain the classroom schedule through effective and clear communication with both children and adults. It will be expected that you interact with everyone, especially the children, in a positive, energetic, fun and friendly way, while maintaining safety and order within the classroom. As parents/guardians are always in attendance with a child, you will have them available for assistance as needed.

Details:

- Part time position 6 – 10 hours per week
- Reports to the President of the Pre3 Board, or the designated Board member in the absence of the President
- Pay Range: \$12.00 – \$14.00 per hour, dependent on experience
- Work Days/Schedule: Tuesday and Friday – 9AM – Noon, may have additional days dependent on enrollment

Responsibilities:

- Lead classroom activities with lots of energy and a positive fun attitude
- Interact in a positive manner with the children and adults
- Plan and implement age and skill appropriate arts and crafts that are educational and enriching
- Provide support and information to parent assistants to ensure the successful completion of the daily arts and crafts projects
- Maintain a safe and comfortable environment for the children, ensure all Risk Management/Safety procedures are being followed at all times by both children and adults
- Attend at a minimum the teacher portion of the monthly board meetings
- Coordinate with the Parent Educator to align themes and ideas
- Request necessary arts and crafts supply within budget at the beginning of each quarter
- Use effective communication to enlist the help of parents with clear directions (i.e. during outside play to ensure safety, while inside if additional help is needed with the arts and crafts project, help with set up or clean up)
- Other responsibilities and duties as assigned

Qualifications:

- Must have previous experience working with young children, 10 months to 3 1/2 age group preferred
- Must have previous experience with teaching and leading age appropriate songs
- Must be able to sit, bend, and lift objects weighing up to 40lbs
- Must have clear and effective communication skills
- Must be Child CPR and First Aid Certified, or be able to obtain prior to first day of class
- Must be able to pass a criminal background check
- Must be able to quickly and accurately remember names, especially of children
- Musical background preferred
- Teaching certificate or professional educator background preferred
- Should have a clear understanding of developmentally appropriate activities
- Should be able to communicate via email

Please view our website, www.pre3.org, and visit our Facebook page, Sequim Pre-3, to learn more about our parent run community based program. We would love to answer any questions you may have and look forward to meeting with you and seeing if you are a good fit for our program.

Thank you! We are an equal opportunity employer.