Position Title: Child Care Provider	**Reports To:** Assistant Coordinator
Status: Non-Exempt	**Program:** Arizona Kith and Kin Project

General Summary:
Provide on-site child care to children at Kith and Kin training-support groups, coaching and mentoring to child care providers at the various Kith and Kin training-support group locations. This is a 10 month position.

Essential Duties/Responsibilities:

1. Provide on-site child care in accordance with ASCC and Arizona Kith and Kin Project policies and procedures as required by the program.
2. Design and implement high quality and best practice based weekly lesson plans for the children in on-site child care.
3. Provide high quality early childhood environment to children in the weekly on-site child care environment.
4. Assist Arizona Kith and Kin Project on-site child care staff with the implementation of policies and procedures as required by the program.
5. Demonstrate an understanding of high quality early childhood environments, evaluation and assessment.
6. Ensure compliance with the program's Policy Handbook at all times.
7. Conduct orientation meetings with Arizona Kith and Kin Project on-site child care assistants within the timeframes required by the program.
8. Provide on-site coaching and training to Arizona Kith and Kin Project on-site child care assistants.
9. Provide technical assistance to Arizona Kith and Kin Project on-site child care assistants and monitor progress of implementation of improvement plan.
10. Complete individual programmatic tracking and technical assistance forms on a monthly basis or as required by program coordinator.
11. Collaborate with assigned Arizona Kith and Kin Project Program Specialist and other external support systems.
12. Write onsite reports and summary letters noting observations, discussions and recommendations using correct grammar and punctuation. Write monthly reports as required. Submit all reports in a timely manner.
13. Assist Arizona Kith and Kin Project child care environments with the development of a Quality Improvement Plan and the implementation of developmentally appropriate activities.
14. Work with Arizona Kith and Kin Project Program Coordinator to gather, review, aggregate and analyze data pertinent to the project and make recommendations for any needed changes.
15. Represent the project in community meetings and other professional settings, as required.

16. Distribute resources and schedule of early childhood training.
17. Maintain current knowledge of the early childhood field's information and research.
18. Develop a cooperative working relationship between the Arizona Kith and Kin Project Child Care Specialists, Assistants, Program Specialists and other agency staff working in the program.
19. Obtain and maintain the Child Passenger Safety Technician (CPST) certification, First Aid, CPR and AED certification and any others as needed.
20. Assist with car seat distribution events, crib deliveries and related Child Care Injury Prevention Program (CCIPP) activities as assigned.
21. Assist with the maintenance of Arizona Kith and Kin Project's inventory of supplies, materials, equipment, records and files.
22. Conduct various outreach activities as requested. Identify and recruit potential child care providers who demonstrate interest in the Project.
23. Support the agency by actively participating in ASCC and/or job related community committees, boards and other relevant activities, as approved by your Coordinator.
24. Ability to work cooperatively with other staff members and the community.
25. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation.
26. Flexibility to work evenings and weekends as needed.
27. Ability to lift and carry up to 50 lbs.
28. Complete computer and telephone work accurately and in a timely manner.
29. Ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
30. Attend all staff and agency mandatory meetings.
31. Other duties as assigned by the Assistant Program Coordinator, Program Coordinator, Program Manager, and/or Executive Director.

Minimum Qualifications:

1. Associate's Degree from an accredited college or university in Early Childhood Education, Child Development or related field is preferred. (High School diploma or equivalent; and four years of related work experience, such as in a high quality child care setting, may be substituted in lieu of degree requirement.)
2. Two years of related work experience as a teacher or primary care provider in an early care and education setting with infants, toddlers or preschoolers.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.
4. Linguistically and culturally representative of community.
5. 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.
6. Flexibility to work evenings and weekends as needed.
7. Ability to obtain (within 90 days of employment) and maintain a Fingerprint Clearance Card
8. Ability to obtain TB test within 30 days of employment.
9. To meet the agency insurance requirements, a copy of your most recent 39- month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39- month driving record.
10. Ability to lift and carry up to 50 lbs.

11. English/Spanish bilingual preferred.
12. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation.

Knowledge and Skills:

1. Excellent knowledge of developmentally appropriate practices.
2. Previous experience in and/or knowledge of training, coaching or mentoring mechanisms.
3. Knowledge of community resources and how they impact early childhood programs.
4. Through understanding of child development and family dynamics and management in early care and education setting.
5. Knowledge of Infant, Toddler Environment Rating Scale (ITERS), Early Childhood Environment Rating Scale (ECERS), Family Child Care Environment Rating Scale (FCCERS), The Child Care Assessment Tool for Relatives (CCAT-R) and/or other assessment tools.
6. Some knowledge of Arizona Department of Health and Safety (ADHS) and Department of Economic Security (DES) certified child care licensure standards.
7. The ability to communicate professionally and effectively both verbally and in writing.
8. The ability to maintain a tracking and documentation system.
9. Maintain a professional appearance in accordance with agency policy.
10. Demonstrate passion and commitment to the agency's mission in early childhood education.
11. Ensure the professional appearance of the office environment is maintained.
12. Knowledge and use of computer technology.
13. The ability to work independently and as team member.
14. Physical Requirements:
    - Ability to stoop, bend, and squat to child's eye level for appropriate periods of time.
    - Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
    - Ability to sit for periods of time on the floor.
    - Ability to get up and down from the floor without assistance.
    - Ability to run after a child if necessary.
    - Ability to climb and descend a flight of stairs.

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: _____