

### Early Childhood Education Instructor

Community Services – Escalante Community Center

- Opening Date:** December 2024
- Closing Date:** Open until the needs of the City are met.
- Hourly Wage:** \$17.10 per hour
- Work Schedule:** 8:30am to 12:30pm, Tuesdays and Thursdays  
Spring Session: January 2025-May 2025  
**This is a Temporary Non-Benefitted position.**

#### Experience & Training:

- One (1) year of elementary ed or early childhood education experience
- College coursework and/or working knowledge of classroom instruction with students (ages 3 to 5) in a classroom setting.
- Knowledge of teaching methods
- Basic behavior management skills
- Equivalent to the completion of the twelfth grade.

#### Essential Job Functions: (Below are just examples - This information should pertain to specific position)

- Co-teachers work together to develop, organize, and lead structured educational activities for 3 to 5-year-old students, following a themed-curriculum, and ensure a safe class environment.
- Instruct/improve student's abilities via observing and participating in creative play, daily crafts, alphabet, numbers, colors, shapes, classroom skills, story time, music, exercise, and homework practices.
- Distribute daily snack and milk/water, maintaining all proper food handling procedures.
- Maintain, set-up and clean-up of supplies, classroom, playground/gym.
- Communicate with parents, reporting and tracking student's behavior/attendance.
- Monitor, train, and report on classroom volunteers.
- Practice good customer service skills and maintaining ECEP partnerships.
- Attend orientation, training and daily meetings with supervisor.

#### Applicant Requirement:

Requires successful completion of selection process, completion of background investigation, drug-screening and verification of identity/work authorization via City of Tempe Human Resources Department. Employment application must be completed in its entirety.

**How to Apply:**

Interested applicants should send a resume and/or application to Ashley Chavis by email at Ashley\_chavis@tempe.gov. Please type Early Childhood Education Instructor in the email subject line.

Questions regarding this position should also be sent by email to Ashley Chavis.

Or

**SUBMIT APPLICATION TO:  
City of Tempe  
Escalante Community Center  
2150 E. Orange St.  
Tempe, Arizona 85282**

**For questions, please contact:  
Ashley Chavis / Sr. Recreation Coordinator  
480-350-5402 and/or ashley\_chavis@tempe.gov**

**Equal Employment Opportunity:** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*