

## **Part-Time Early Childhood Instructor**

### **Job Description**

**LOCATION:** Literacy Green Bay – 424 S. Monroe Avenue, Green Bay

**HOURS:** Up to 12.5 hours weekly – Monday through Thursday mornings 8:45 a.m. to 12:00 p.m.

**SALARY:** \$14.00 hourly

**START DATE:** Immediately

### **Major Duties and Responsibilities:**

- Work with Coordinator and program staff to meet the goals and objectives of the early childhood programming
- Plan activities that foster language and literacy development of the children
- Provide a stimulating environment and learning situations to enhance children's growth and development
- Assist Coordinator in assessing children's language, literacy and school-readiness skills upon entry and at program year-end
- Promote positive self-esteem through praise and encouragement
- Participate in and plan parent/child together (PACT) activities with Parenting Instructor
- Provide specialized attention to each child/parent, responding to needs and characteristics of each individual
- Assist with maintaining logs and records on each child to assure quality instruction and care
- Assist with snack time
- Maintain a safe, sanitary and positive learning environment (room furnishings, toys, etc.)
- Other duties as defined by the Childcare Supervisor

### **Other Duties and Responsibilities:**

- Familiarity and ease in dealing with diverse ethnic, racial and linguistic groups
- Diplomacy and tact in dealing with the public, families, participants and all other agencies and community organizations
- Ability to communicate effectively and work with varying age groups of children
- Dependable, self-starter and detail oriented
- Ability to be flexible and work cooperatively with different staff and agencies

### **Minimum Qualifications:**

- Minimum: High School Diploma or GED with Childcare experience
- Preferred: Bilingual Spanish
- Preferred: 2-year Associate Degree in Early Childhood from an accredited college or university
- Patient, nurturing attitude and respect for children of all abilities, cultures and backgrounds
- Knowledge of Best Practices for early childhood development and instruction
- Must pass a Background Check

### **Interested Candidates Should:**

- Complete application in person at Literacy Green Bay, 424 S. Monroe Ave., Green Bay, 54301
- Contact Kelly Severson – Program Manager – at [kseverson@literacygreenbay.org](mailto:kseverson@literacygreenbay.org) or 920-435-2474 Ext. 108