Job Title: Instructor, Child Enrichment Center  
Job Code: 10215

**JOB SUMMARY**

The Child Enrichment Center Instructor prepares lesson plans for classroom instruction and performs duties associated with assisting in the learning development of children.

**MAJOR DUTIES**

- Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;
- Observes and evaluates individual children;
- Requests and maintains assigned classroom supplies, materials and equipment;
- Assists children with meeting and maintaining individual physical needs;
- Assists with meal preparation, feeding children and play activities;
- Operates a motor vehicle to transport children on field trips and other activities;
- Provides appropriate information to and/or participates in team conferences;
- Observes all policies and procedures established by the technical college, the Department of Technical and Adult Education, the Department of Human Resources Occupational Safety and Health Administration, Office of School Readiness and the Center of Disease Control's universal precautions.

**COMPETENCIES**

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

The incumbent must meet all of the following minimum requirements: (1) Never have been found by credible evidence, e.g. a court or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct; (2) be at least 18 years of age; (3) have current evidence of successful completion of a biennial training program in CPR and a triennial training program in first aid which have been offered by certified or licensed health care professionals and which dealt with the provision of emergency care to infants and children if the caregiver is to be counted as part of the 50% of the child care staff with the required current evidence of CPR and first aid training; (4) not be suffering from any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties adequately; (5) not have a criminal record; (6) have either a high school diploma or general education diploma (GED) or one (1) year's
Note: Pre-K Instructor positions must possess a minimum of a Bachelor's Degree in Early Childhood Education or a related degree as a minimum qualification.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.