



Job Posting: Early Childhood Dual Enrollment Facilitator, Flagstaff

Temporary Part Time Position \$19/hr for 15 hrs/week for 9 weeks

TLC Facilitator will be trained by TLC Program Supervisor to facilitate TLC's 60-hour Family Development Course with teen parents attending Flagstaff Unified School District Summit High School and Teenage Parent Program. TLC Facilitator must demonstrate appreciation for diversity and strong interpersonal skills. Experience working with teen parents preferred.

Required:

- Contact Coconino Community College to apply as an Early Childhood Dual Enrollment Instructor
- Master's degree in Early Childhood Education or a Master's degree and 18 graduate hours in Early Childhood Education.

Key responsibilities:

- Collect program data and submit to Program Coordinator
- Track attendance and grades for both Summit High School and Coconino Community College
- Facilitate course utilizing a variety of interaction techniques and emphasize active learning
- Practice ethical behavior, including strict confidentiality of self-disclosures and discussions
- Locate and access information about family resources as requested by parents/guardians
- Model and encourage nurturing behavior among adults and adults with their children
- Build effective partnerships and communication between parents, school and community, as part of TLC's mission

Successful candidates will have:

- Experience working with teens
- The ability to work independently
- Strong knowledge of and experience with children 0-5 years old
- Strong knowledge of healthy interpersonal relationships
- Strong interpersonal skills with people across the life span (infancy-elders)
- Ability to work with community organizations outside of the schools to develop successful community partnerships

HOW TO APPLY

To apply send a resume, cover letter and two professional reference letters outlining how you meet the specific requirements of the position to rhobbs@coconino.az.gov by 3:00 pm Friday June 30th, 2017. For more information call Gretchen Shallcross at 928.679.8063 or Rene Hobbs-RedDay at 928.679.8060.

Please note the selected candidate will be required to attend New Employee Orientation trainings in Flagstaff in July.