



Shawna Johnson
KPI Family Program & Resource Manager
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Working together we influence the development of whole communities.

JOB DESCRIPTION

POSITION TITLE: Early Childhood Program Facilitator
REPORTS TO: Program Manager – Shawna Johnson – 503-341-3381
PAY RATE: \$16-\$20/hour DOE
EMPLOYMENT LENGTH: Part time 10-20 hours a week, depending on funding and programs

This position will be responsible for facilitating activities and programs, model constructive participation in all activities, use positive discipline techniques. Work closely with Site Coordinator and school staff to ensure safety of all children, manage children's behavior and act as a role model and mentor, along with facilitation of programs.

Required Knowledge and Skills

- High School diploma
- Associates Degree or Paraprofessional certificate in Early Childhood or a combination of schooling and experience.
- Basic first Aide
- Food Handlers card – or ability to get within a month of hiring.
- Pass background check and finger printing.
- Experience assisting in classroom environment.
- Ability to work with school personnel
- Ability to work independently and in a group setting.
- Knowledge &/or training in positive discipline – or willing to be trained.
- Knowledge &/or training in Social Intelligence activities and skills – or willing to be trained.
- Ability to handle stressful situations in a calm professional manner
- Ability to be discreet and have good communication skills, knowledge in Informational Interviewing procedures a plus.
- Ability to work with high stress families

Job Duties (not limited to)

- Plan and facilitate after school programs for KG and 1st Grade aged Children, and summer programs.
 - Planning classroom activities
 - Keeping accurate attendance
 - Case files
 - Maintaining structured after school programs
 - Set-up and clean-up of activities
 - Greeting staff and parents as needed
- Assist with family engagement nights
- Participate in local staff meetings and site steering committee.
- You are a mandatory reporter and may have to report child abuse & neglect.
- Timely completion of any required reports. I.e. Snack attendance report, case notes, monthly reports, quarterly reports.