



Navy Region Europe, Africa, Central
NAF Human Resources
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VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NO. 22-082 ***MULTIPLE POSITIONS***
POSITION TITLE EDUCATION AID
UA-1702-07
SALARY Euro 2,084.89 per month plus applicable allowances.
EMPLOYMENT CATEGORY FULL-TIME TEMPORARY
LOCATION Commander, Navy Region Europe; Fleet and Family
Readiness Program; Morale, Welfare and Recreation Dept.,
Naples, Italy
**AREA OF
CONSIDERATION** Citizens of a member state of the European Union.
However, applicants who hold both U.S. and Italian
citizenship are not employable by the U.S. Forces in Italy.
OPENING DATE 05 May 2022
CLOSING DATE 10 May 2022

INTRODUCTION

The purpose of this position is to provide safe, developmentally appropriate environments and activities directly to children ages six weeks to five years in a CDC classroom setting.

DUTIES AND RESPONSIBILITIES

The employee follows verbal and written instructions, provides care, oversight and accountability of children that comply with established standards, policies, procedures and regulations. Provides developmentally appropriate care and activities for children. Follows planned activities. Conducts daily health checks of children and notifies supervisor of any marks or signs that might indicate illness, or cause suspicion of abuse or neglect. Adheres to child admission and release policies and procedures. Attends to individual physical needs of children (e.g. diapering, feeding, toileting, resting, etc.)

Maintains control of assigned group of children and keeps an accurate count of children at all times. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Ensures safety and sanitation of children through constant supervision. Holds infants during feeding. Assists older children during family style meals. Assists in arranging classroom and play materials to accommodate the daily schedules and activities of the children. Receives children from parents, and notes all special instructions from parents. Leads children in songs, games, finger-play and other activities. Assists in providing resources and making preparations for a variety of developmentally appropriate indoor and outdoor activities. Assists with developing a list of needed supplies and equipment for submission to supervisor. Assists parents promptly and courteously. Works collaboratively as part of a team with other Education Technicians, Lead

Education Technicians, the Training and Curriculum Specialist, the CDC support staff and the CDC Director and parents.

The employee develops, reviews and implements daily activity schedules and activity plans and keeps other personal information. Ensures compliance with applicable standards, policies, procedures and regulations. Assists in planning and conducting an effective program that meets the physical, social, emotional and cognitive needs of each child based on established goals and curriculum plan. Assists in maintaining effective arrangement of spaces, and observes for equipment/playground/facilities repair and maintenance concerns for discrepancies. Conducts developmentally appropriate play and learning activities.

Helps children to develop self-help skills. Observes children and documents developmental progress and/or concerns. Implements training, and role models developmentally appropriate practice and classroom management techniques. Implements established curricula. Sets up displays and bulletin boards. Completes and submits required reports in an accurate and timely manner. Provides parents with daily verbal or written feedback about their child's day. May participate in conferences with parents and supervisor.

Cleans the classroom following various activities children may do and assures all classroom storage areas are orderly and well kept.

QUALIFICATIONS & REQUIREMENTS

Applicants must at minimum meet the Screen-out elements and the applicants' work experience description must demonstrate possession of the following Screen-Out Elements:

1. Applicants must have a minimum of six months of general experience. General experience is which indicates ability to acquire the particular knowledge, and skills needed to perform the duties of the position

OR

Italian "Diploma di Maturità" or equivalent.

To receive credit, you must fill out the required fields on the "Employment Application" form.)

2. Must have the ability to speak and read English and be able to communicate orally and in writing with parents, and orally with the children at their levels.
3. The employee will be required to complete the CC mandatory training within 18 months of date of hire, to include child development training modules and attends monthly in-service training as scheduled.
4. Works collaboratively to obtain/retain DoD Certification and National Association for the Education of Young Children (NAEYC):
5. Must complete Cardiopulmonary resuscitation (CPR), First Aid, and child Abuse and Neglect recognition/Prevention trainings.
6. Must possess a valid class "B" driver's license. **License grade and number must be indicated on the application.**

ADDITIONAL REQUIREMENTS:

1. The incumbent may be required to do considerable standing, bending, walking, stooping and lifting. The incumbent may be required to carry lightweight items, approximately 15 kg or less for women and 25 kg or less for men. CDC activities may require the employee to drive an automobile.
2. The incumbent must be able to pass a fit for duty medical examination prior to employment.

3. Selectee will be required to favorably pass a security background check as a condition of employment.
4. **Effective 01 April 2009**, applicants applying for any **TEMPORARY** position **MUST** complete the Form for Temporary Employment (modulo aggiuntivo per impiego temporaneo).

HOW TO APPLY:

Application **MAY ONLY BE SUBMITTED VIA E-MAIL**. NAF HRO will NOT accept 'hard copy' applications. Submit your application to: **NAFPersonnel@eu.navy.mil**

Please read the Instructions by clicking on the following link, before submitting your application
https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/naf_positions.html

The new application form may be downloaded from:

https://www.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html

The application form and instructions on how to apply have been revised as of 1 October 2021.

Applications that do not conform to the revised instructions will not be considered.

Any prior editions will be obsolete and will no longer be considered.

The subject line of your email MUST contain the vacancy announcement number and title (e.g. 21-000, Recreation aid);

Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);

The email and the attached application cannot exceed a maximum of 10MB;

Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.