



Brainerd Public Schools

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Position Description

SECTION 1: GENERAL INFORMATION

Position Title: Child Care Assistant Site Supervisor

Department/Building: Community Education/Warrior Early Learning Center/Nisswa

Reports to: Site Supervisor and Early Learning Principal

Schedule: Full Time, 10 months, 7:00 - 3:30, 8:00 - 4:30, 9:00 - 5:30

Compensation: Dependent on experience, includes competitive benefits package

SECTION II: JOB GOAL/SUMMARY

The primary purpose of this position is to assist the Site Supervisor with managing the day to day operation of an early age child care classroom to provide students with learning activities within a safe, fun and structured environment.

SECTION III: QUALIFICATIONS/EDUCATION/CERTIFICATION REQUIREMENTS

- Education: Prefer AA or advanced certification in a related field
- Experience: Prefer at least one year of experience working with children and families
- Desired Skills: ability to relate and communicate with children and adults in a positive supportive manner, work independently and take initiative, strong organizational skills
- Proficiency with Google docs and standard office equipment such as copiers.
- Ability to work independently and take initiative
- Follow policies on confidentiality and mandated reporting
- Ability to mediate and problem solve in a positive, supportive manner
- Ability to relate to children/youth in a positive way: motivate, support, serve as a positive role model and be energetic, creative, active and friendly
- Current CPR, First Aid, Concussion Training or ability to obtain and maintain
- Knowledge of preschool and familiarity with play-based learning

SECTION IV: DUTIES AND RESPONSIBILITIES

- Maintain a safe, healthy, clean and inviting environment for children, families and staff following district and program guidelines, policies and procedures
- Collaborate with Site Supervisor to research and plan activities to compliment the School Readiness curriculum
- Assist in reviewing and implementing safety emergency procedures as needed. Conducts fire, tornado and emergency drills as needed.
- Assist in on-going program development and program evaluation
- Participate in professional development
- Maintain First Aid, AED/CPR, concussion and medication administration training
- Assist in maintaining, updating and preparing site files, records and reports in accordance with program requirements
- Maintain open communication with the Site Supervisor
- Other duties as assigned by the Site Supervisor and Early Learning Principal

SECTION V: PHYSICAL REQUIREMENTS

Position is regularly required to sit, stand, stoop, kneel, crouch, walk up & down stairs while moving throughout the building. Position requires occasional lifting and occasional physical intervention with students. Due to computer work and documentation, dexterity and eye hand function must in normal range with or without correction. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

SECTION VI: WORK ENVIRONMENT

This position will be located at Warrior Early Learning Center or Nisswa Elementary School and will regularly interact with the Site Supervisor, district and program staff, public, parents/guardians of participating children, and children participating in programs. It is a loud, active, busy environment and will have frequent job interruptions. Extensive public contact and questions are to be expected.

This is not intended to be all inclusive, other duties and responsibilities from time to time should be taken and carried out as part of your job duties and description in a positive supportive manner.