



POSITION DESCRIPTION BROOKLYN CENTER COMMUNITY SCHOOLS

Job Title: Centaur Plus Childcare Assistant
Assigned Location: ▼
Immediate Supervisor/ Reports to: Childcare Supervisor ▼
Education: High School Diploma/ GED ▼
License/ Certification: N/A ▼
Type of position: Full-time ▼ FLSA Status: Nonexempt ▼
Workgroup Classification: Unaffiliated Nonexempt Pay & Benefits ▼

PURPOSE	
The Centaur Plus Childcare Assistant is responsible for school-aged childcare in the before and after school program, providing the best experience for each student. Responsible for the daily care and instruction of students in the program.	
KNOWLEDGE/ SKILLS/ ABILITIES	
<ul style="list-style-type: none"> • Ability to relate and connect with people of different cultural, ethnic, and socio-economic backgrounds • Possess a high level of interpersonal skills • Ability to prioritize work and manage multiple tasks with efficiency • Detail-oriented with strengths in working with multiple organizations • Ability to structure and manage responsibilities independently with minimal direct supervision • Demonstrated ability and experience in completing forms, preparing reports, organizing data, maintaining records • Excellent oral and written communication skills and a clear understanding of the English language • Preference is given to proficiency in a second language • Knowledge of student learning styles and motivating children to engage in learning • Knowledge of school and district rules, regulations, and procedures • Strong communication and listening skills • Good judgment and decision-making 	
DUTIES AND RESPONSIBILITIES	
<p><i>This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:</i></p>	
<ul style="list-style-type: none"> • Administer a developmentally and academically appropriate program that meets the social, emotional and behavioral needs of the students • Provide supervision to students at all times; serving as a positive role model • Assist supervisor with planning, preparing, and implementing activities appropriate for school-aged children before and after school • Assist supervisor with classroom preparation and maintenance, including set up, keeping tables, floors, and other surfaces clean, and maintaining order in classroom and shared areas • Maintain a positive atmosphere of caring for all staff and children • Attend meetings and training sessions as required • Other duties as assigned 	

REQUIRED or PREFERRED WORK EXPERIENCE

- Previous experience working with diverse populations and urban school settings is preferred. Education or experience in child development or elementary education.

PHYSICAL REQUIREMENTS

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities;
- Work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).
- Work is generally performed in a moderately noisy location (e.g. business office, light traffic)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	67-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry):				
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Updated:
NAME, TITLE
DATE