

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Bilingual Preschool Care Assistant	Department: Community Education
Reports to: Assistant Director of Community Education	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 4	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Supervise students and assist in program management for the Full Day Preschool Care program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Supervise Children</i>
Percent of Time:	80%	

Tasks involved in fulfilling above duty/responsibility:

- Planning, implementation, and evaluation of activities
- Implement behavior modification in cooperation with program staff
- Participate in the children's activities

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Assist in Program Management</i>
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Assist in the maintenance of attendance and children's records
- Assist with the maintenance and appearance of the site
- Guide and provide direction to program paraprofessionals
- Assume roles and schedule of Out of School Time Supervisor in their absence for an extended period of time
- Communicate daily in a friendly informative manner with parents and district staff
- Inform Out of School Time Supervisor and maintain records of accidents or situations involving children, staff and parents
- Provide support to other Out of School Time programs as needed
- Attend required staff meetings and training

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with children
- Personal dependability and punctuality
- Maintain regular attendance
- Strong communication and conflict resolution skills
- Maintain attention to detail
- Open to new ideas
- Possess initiative and patience
- Ability to take direction
- Flexibility and ability to work with a variety of staff
- Willingness to learn about and work with children with special needs
- Knowledge and application of basic mathematics and grammar
- Knowledge of/use of basic first aid and safety precautions
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Current First Aid & CPR Certification (or eligible to obtain within first 90 days of employment)
- CPI certification (or eligible to obtain within first year of employment)
- DHS Rule 3 teacher requirements
- Fluent in Spanish & English

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with preschool children

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	F		F
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)		Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F		Loud noise (i.e. many children laughing)	C	Extreme heat (non-weather)
				Varying weather conditions	C

Stretching/reaching with hands & Arms	C	& playing, large earth moving equipment)		Sight	
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Distinguishing temperature	O			Looking at computer monitor	C
Traveling by automobile	N			Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.