

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Care Program Assistant	<b>Department:</b> Community Education
<b>Reports to:</b> Out of School Time Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining/Work Unit:</b> MSEA Para
<b>Tier/Lane:</b> Tier 4	<b>Position Last Updated:</b> August 2024

### SECTION II: JOB SUMMARY

Plan lessons and activities for care program. Supervise and engage with students and assist in program management and staff oversight.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Supervise Children</i>
<b>Percent of Time:</b>	60%	

**Tasks involved in fulfilling above duty/responsibility:**

- Supervise and engage with students
- Mentor & coach student conflicts when appropriate
- Support student's social and emotional development
- Create a warm and welcoming environment where all students feel safe
- Plan and oversee implementation of activities and lessons
- Implement behavior modification strategies in cooperation with staff
- Monitor and implement accommodations for students on IEP's during programming as applicable

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Assist in Program Management</i>
<b>Percent of Time:</b>	40%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assist in the maintenance of children's personal records
- Oversee student attendance 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
- Provide support to enrichment classes and other Out of School Time programs as needed
- Keep an open line of communication with the Out of School Time Supervisor on student and program needs.

- 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 skills and conflict resolution skills
- Maintain attention to detail
- Open to new ideas
- Possess patience
- Ability to work alone and possess initiative
- Ability to take direction
- Flexibility and ability to work with a variety of individuals
- Willingness to learn about and work with children with special needs
- Knowledge and application of basic mathematics and grammar
- Knowledge and ability to use first aid procedures
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements 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 90 days of employment)
- DHS Rule 3 teacher requirements

### **SECTION VI: EXPERIENCE REQUIREMENTS**

- 2+ years experience working with PreK- grade 8 children
- Experience in a leadership role preferred
- Experience designing and leading lesson plan activities preferred

### **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 accommodation 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	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	O		O
Talking in person/on the phone	O	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C
Stretching/reaching with hands & Arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N		
Distinguishing smell	N			Color vision (identify & distinguish colors)	
Distinguishing temperature	N	Peripheral, depth perception			
Traveling by automobile	N				

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