

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Early Childhood Assistant	<b>Department:</b> Community Education
<b>Reports to:</b> Early Childhood 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 3	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

To provide assistance to young children (infants through preschoolers) or teachers in a classroom setting under the direction of licensed staff.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Provide children and teacher instructional assistance for the Early Childhood Program</i>
<b>Percent of Time:</b>	75%	

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

- Helps infants, toddlers and preschoolers with separation anxiety
- Reads to pre-school children
- Monitors groups of children during teacher directed instruction
- Assists children during transitions to different activities
- Assists teacher in preparation for daily activities
- Monitors and directs the teacher-designed activities of individual and small groups of students
- Monitors behavior of children
- Assists in diapering and/or toileting
- Assists children in getting on and off district busing including buckling them into car seats

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Assist in program management for the Early Childhood Program</i>
<b>Percent of Time:</b>	25%	

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

- Assists with the maintenance and appearance of the classroom
- Assists with planning activities for classroom children
- Assists in the maintenance of children's records and attendance
- Attends required staff meetings and trainings

**Other Duties as Assigned**

## SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to soothe and calm young children
- Proven ability to work and develop positive relationships with young children
- Ability to nurture during parent separation
- Ability to follow direction of teacher
- Ability to supervise groups of young children
- Knowledge of strategies or willingness to learn strategies for guiding children's behavior
- Regular attendance
- Personal dependability
- Evidence of excellent human relations skills especially the ability to be a team player
- 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 & ECFE

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- None

## SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with children from birth to kindergarten 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 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	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
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		
Sitting	C	Up to 50 pounds	O		O
Talking in person/on the phone	C	Up to 75 pounds	O	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	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	F	Fumes	N
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	C			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	O
				<b>Sight</b>	
				Vision for close work/ability to adjust	F

Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	focus	
Distinguishing temperature	O			Looking at computer monitor	F
Traveling by automobile	O			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F

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