



Edina Public School Position Description

Section I: General Information

Position Title: Childcare Assistant	Department: Community Education
Immediate Supervisor: Program Director Early Learning Center Manager	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Childcare Assistant provides program support to Early Learning Center staff, supporting preschool teachers and engaging students in early childhood programming. The Childcare Assistant supervises students, offers guidance, and serves as a role model for appropriate behavior.	

Section II: Essential Duties and Responsibilities

Assists preschool teachers and Early Learning Center staff in providing instructional and behavioral support in the classroom.

- Interacts with children through talking, listening, playing, and participating in classroom activities.
- Supports the teacher by promoting and ensuring the safety, security, and well-being of students.
- Performs typical tasks required of a personal care assistant as needed including but not limited to dressing, diapering, toileting, feeding, etc.
- Guides students in age-appropriate activities and models age-appropriate learning and play.
- Follows district confidentiality guidelines and procedures. Maintains confidentiality of student records as required by district policy and state and federal law.

Works with Early Learning Center staff to develop programs and activities.

- Assists in the development and implementation of activities consistent with the objectives and philosophy of the program. Identifies and implements potential program and activity adaptations for students with disabilities.
- Collaborates with the classroom teacher to review activities and help develop new ideas.
- Assists with the set up and organization of supplies, materials, and equipment as directed by the classroom teacher.
- Works with the classroom teacher to maintain a safe, clean, and engaging environment.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Supervising student behavior and responding consistently to appropriate and inappropriate

behaviors. Reinforcing and assisting students in acquiring or performing basic skills.

- Adapting lessons to the individual needs of students to facilitate their learning and assist them in meeting any individual learning plans and objectives.
- Serving as a role model concerning learning and behaviors.
- Building effective, collaborative relationships with students, staff, administration, families, and other community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.
- Following written and verbal directions and working independently.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent and experience working with children.
LICENSE/CERTIFICATION REQUIREMENTS:	The following certifications and training are required upon hire or within six months of employment: CPR, First Aid, and Crisis Prevention Intervention (CPI), DHS Certification.

Section IV: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds			x	
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 1.2023.