

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Wonder Zone Assistant</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>Wonder Zone at the Crystal Lake Education Center</b>	<b>POSITION CLASSIFICATION: A-1-2</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>Wonder Zone Instructor ESS Coordinator ESS Director</b>	<b>BARGAINING UNIT: LEAF</b>

**POSITION SUMMARY:** The purpose of this position is to assist the program Instructor in caring for and supervising children as well as helping implement a daily curriculum. Specific duties are based on student, program and building needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. A strong commitment to working with children as well as the ability to work well in a team setting.
2. Works directly with and supervises large and small groups of children in planned activities throughout a variety of settings, such as: classroom, cafeteria, gym, playground and while on field trips.
3. Ability to work with children with a variety of needs.
4. Supervises children during transition, breakfast, lunch and snack.
5. Assists the Wonder Zone Instructor in preparing and implementing the daily curriculum.
6. Ability to work independently, exercise mature judgment and manage children's behavior in a positive manner.
7. Maintains room environment by setting up, cleaning and storing supplies and equipment.
8. Assists in promoting a safe, welcoming and caring environment.
9. Prepares and administers breakfast and snack to children.
10. Responsible for knowledge of first aid procedures and location of first aid items in case of an emergency.
11. Ability to be flexible and work closely with other staff on non-school days.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Open to occasional adjustments in work schedule.
2. Assists Wonder Zone Instructor in maintaining program records.
3. Assists Wonder Zone Instructor in placing supply and food orders.
4. Performs other duties as assigned by the Wonder Zone Coordinators and Manager.

### **POSITION QUALIFICATIONS (Specific training or job experience required before appointment):**

1. 18 years of age, high school diploma plus AA degree or experience working with children in a child care or school setting.
2. Current CPR and First Aid Certification.
3. Good verbal, written and interpersonal communication skills.
4. Able to work in settings of high volume.
5. Able to work outdoors in various kinds of weather.
6. Skilled in use of computer.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			<b>X</b>	
Walk			<b>X</b>	
Sit			<b>X</b>	
Use hands dexterously (use fingers to handle, feel)			<b>X</b>	
Reach with hands and arms			<b>X</b>	
Climb or balance		<b>X</b>		
Stoop/kneel/crouch or crawl			<b>X</b>	
Talk or hear				<b>X</b>
Taste or smell		<b>X</b>		
Physical (lift and carry):				
Up to 10 pounds			<b>X</b>	
Up to 25 pounds			<b>X</b>	
Up to 50 pounds		<b>X</b>		
Up to 75 pounds		<b>X</b>		
Up to 100 pounds		<b>X</b>		
More than 100 pounds		<b>X</b>		

**DATE: 7/23/12**