

POSITION DESCRIPTION
Mankato Area Public Schools
Community Education Department
ACES School Age Care Program



I. Title: ACES Child Care Assistant

II. Job Summary:

ACES is a child care program for elementary age students in various schools throughout the district.

Responsibilities include working under site leadership to lead a safe and engaging environment for children enrolled in the program. This position is responsible for independently implementing age-appropriate activities as planned by site leadership for a group of up to 15 children and/or jointly responsible for leading larger groups in cooperation with other staff members.

III. Major Responsibilities:

- Supervise and lead a group of students
- Provide appropriate behavior guidance and disciplinary action as needed
- Build a community and establish a welcoming, engaging, respectful, and cooperative environment
- Teach and model social skills, personal responsibility, problem solving, respect and other life skills
- Assist with set up and clean up as directed
- Maintain strong verbal, non verbal and written communication with program staff and stakeholders
- Work to maintain a safe, positive, environment for the continual well-being of each child
- Must participate with children in active indoor and outdoor recreational activities including swimming and walking
- Maintain a clean, attractive environment in all programming areas
- Attend all staff meetings and required trainings
- Other duties as assigned

IV. Required Qualifications:

- Must be 16 years of age or older
- Must pass a background check through the Minnesota Department of Human Services
- Must have the ability to work as a team and independently
- Demonstrated ability to maintain confidential information
- Current First Aid and CPR certification or must be obtained within first 90 days of employment
- Must be physically working in the building

V. Preferred Qualifications:

- Experience in child care program

VI. Other Skills and Abilities:

Demonstrate positive and effective working relationships with children, staff, administration and the school community. Maintain professional composure while dealing with a variety of personalities and situations. Communicate clearly and concisely in a professional manner. Show initiative as a self-starter. Responsible for confidential information regarding children and families.

VII. Work Environment:

The ability to work in a busy and noisy environment with constant interruptions.

VIII. Organizational Relationship:

Child Care Assistants report to the Site Lead and Site Specialist.

IX. Hours:

Part-time positions are available for ACES Child Care Assistants at every elementary school during the school year. Part-time to full-time positions are available at select locations during the summer.

Before School:

6:15am - 8:00am (Bridges shift ends at 8:20am)

After School:

2:15pm - 5/6:00pm (Bridges shift begins at 2:35pm)

Scheduled Non-School Days & Summer:

The program operates from 6:30 am-6:00 pm on scheduled non school days and during the summer at select locations.

Shifts are subject to change based on attendance trends and student needs.

X. Rate of Pay:

\$15.00-\$16.25/hr